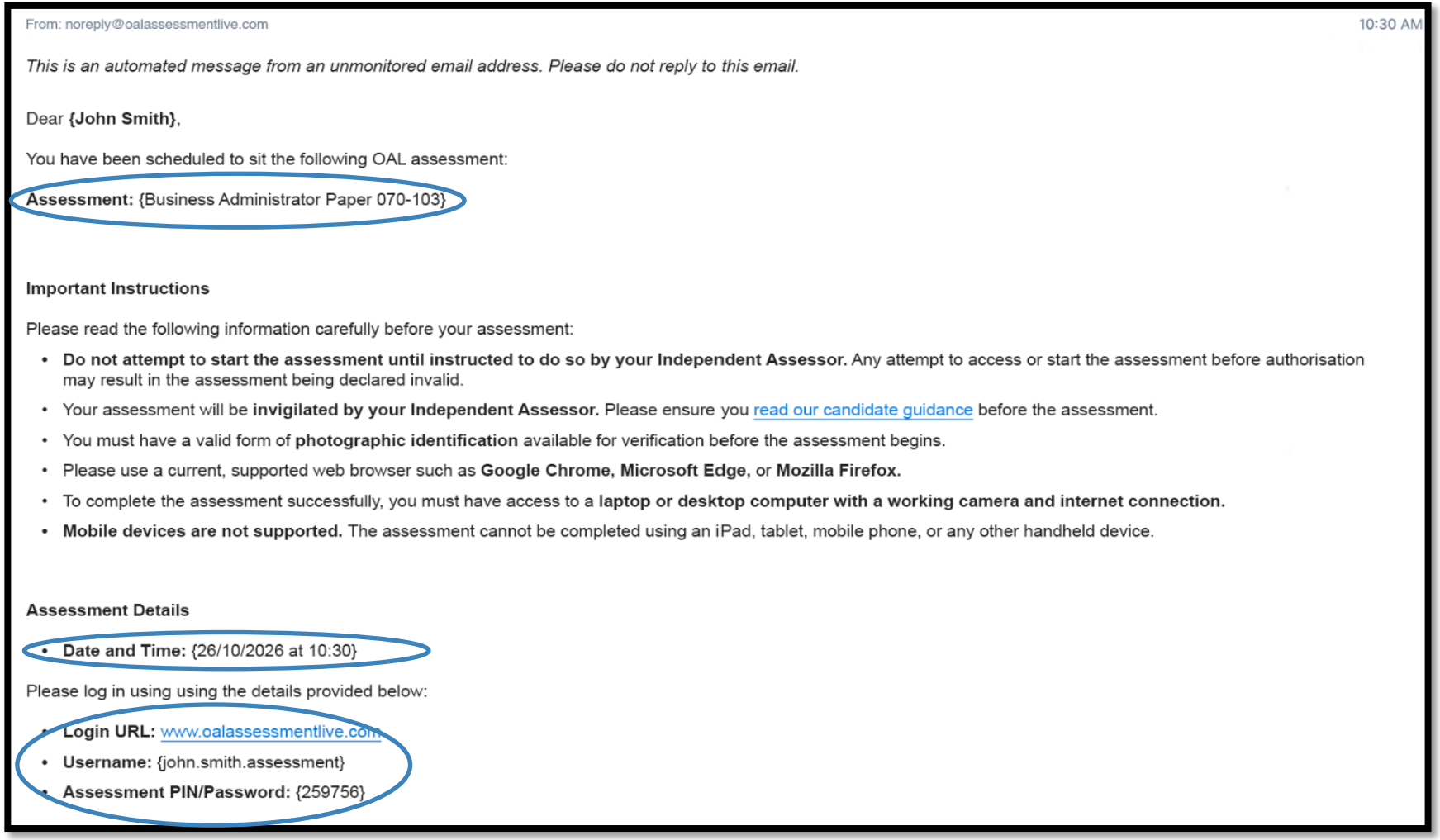
Candidate User Guide
Invigilated Assessment

You will receive an email from noreply@oalassessmentlive.com similar to the below

Please check your spam/junk folder in case the email is there

Please use Google Chrome browser if possible

You do not need to do anything (except read the email and this guide) until the day of your assessment.



From: noreply@oalassessmentlive.com 10:30 AM

This is an automated message from an unmonitored email address. Please do not reply to this email.

Dear **{John Smith}**,

You have been scheduled to sit the following OAL assessment:

Assessment: {Business Administrator Paper 070-103}

Important Instructions

Please read the following information carefully before your assessment:

- **Do not attempt to start the assessment until instructed to do so by your Independent Assessor.** Any attempt to access or start the assessment before authorisation may result in the assessment being declared invalid.
- Your assessment will be **invigilated by your Independent Assessor.** Please ensure you read our candidate guidance before the assessment.
- You must have a valid form of **photographic identification** available for verification before the assessment begins.
- Please use a current, supported web browser such as **Google Chrome, Microsoft Edge,** or **Mozilla Firefox.**
- To complete the assessment successfully, you must have access to a **laptop or desktop computer with a working camera and internet connection.**
- **Mobile devices are not supported.** The assessment cannot be completed using an iPad, tablet, mobile phone, or any other handheld device.

Assessment Details

- **Date and Time:** {26/10/2026 at 10:30}

Please log in using using the details provided below:

- **Login URL:** www.oalassessmentlive.com
- **Username:** {john.smith.assessment}
- **Assessment PIN/Password:** {259756}

The day of the assessment

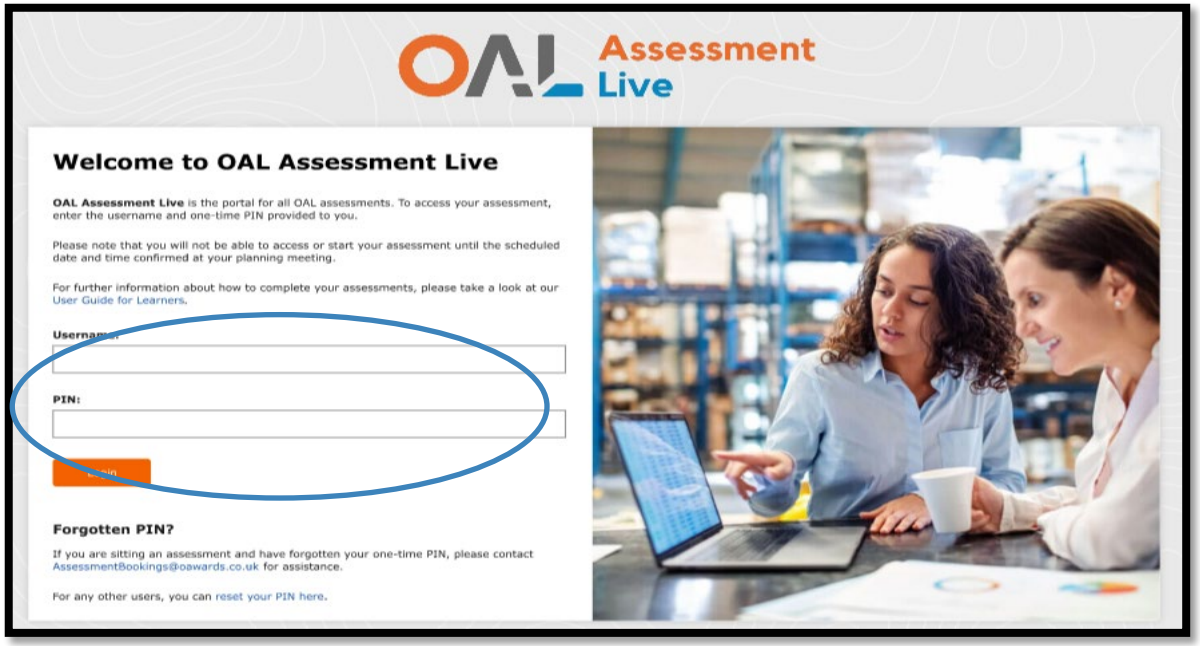
REMEMBER – you must only start the assessment when you are instructed to do so by your Independent Assessor

Remember to have your Photo ID ready to show to your assessor.

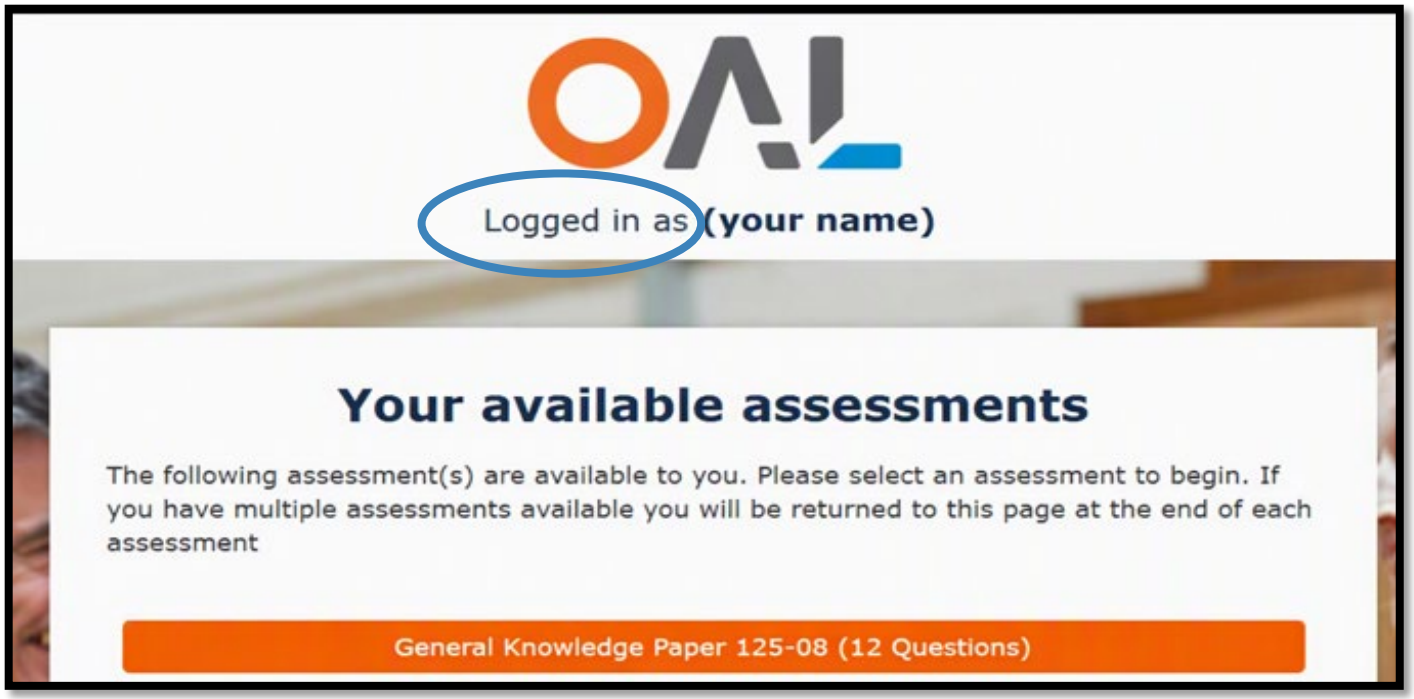
The Independent Assessor scheduled to invigilate your assessment will be in touch with you around 10-15 minutes before your booked assessment time and will email you a link to a Zoom or Teams video meeting after confirming your email address

Login using the link provided in your OAL Assessment Live welcome email

Put in your username and pin as provided in your email and click on Login



Once you have logged in you will see this holding page:



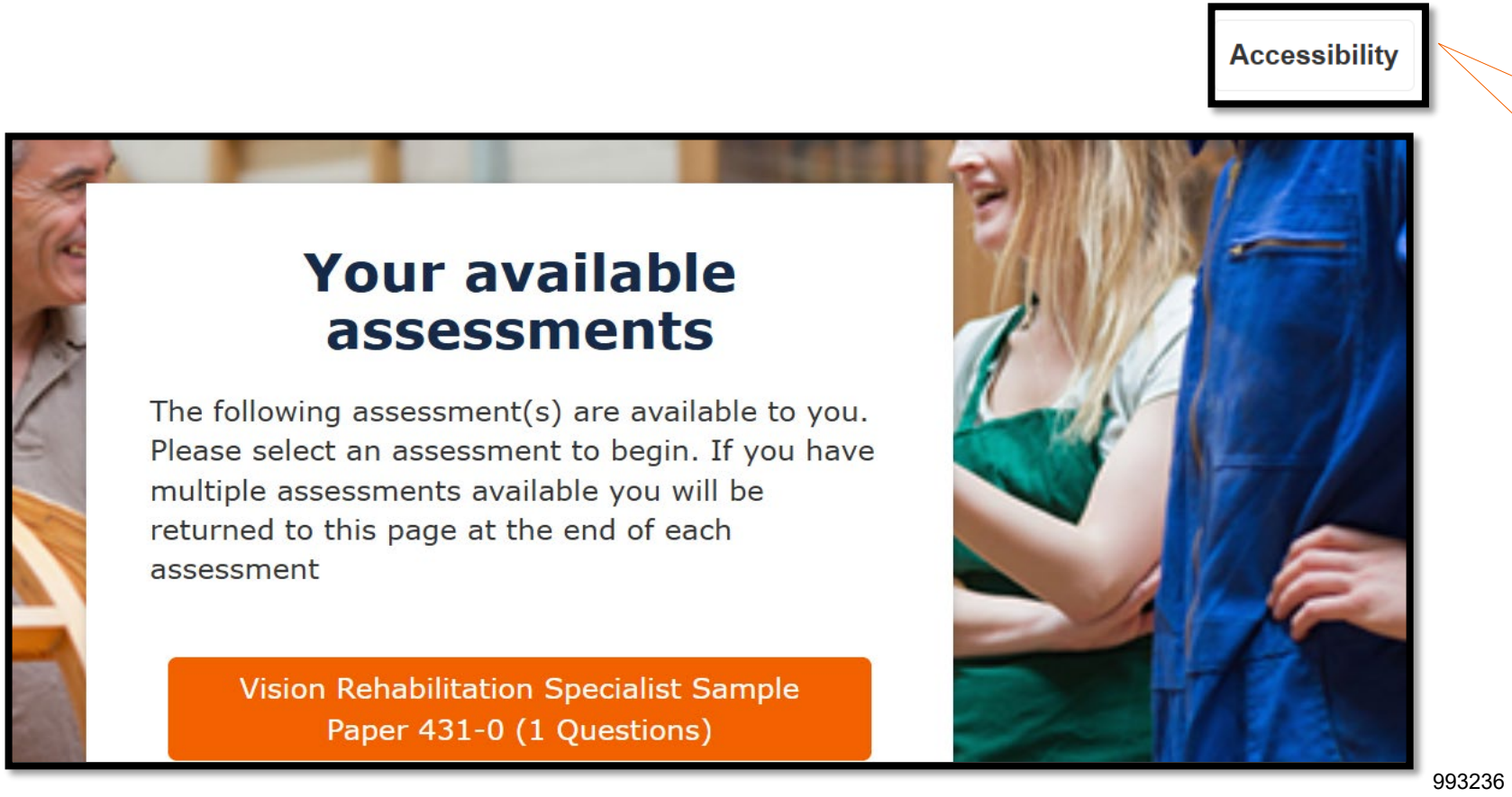
Check the assessment listed is the one you are expecting and that it has your name visible under the OAL Logo.

When instructed to do so by your Independent Assessor, simply click on the orange bar with your assessment title to start.

REMEMBER – you must only start the assessment when you are instructed to do so by your Independent Assessor

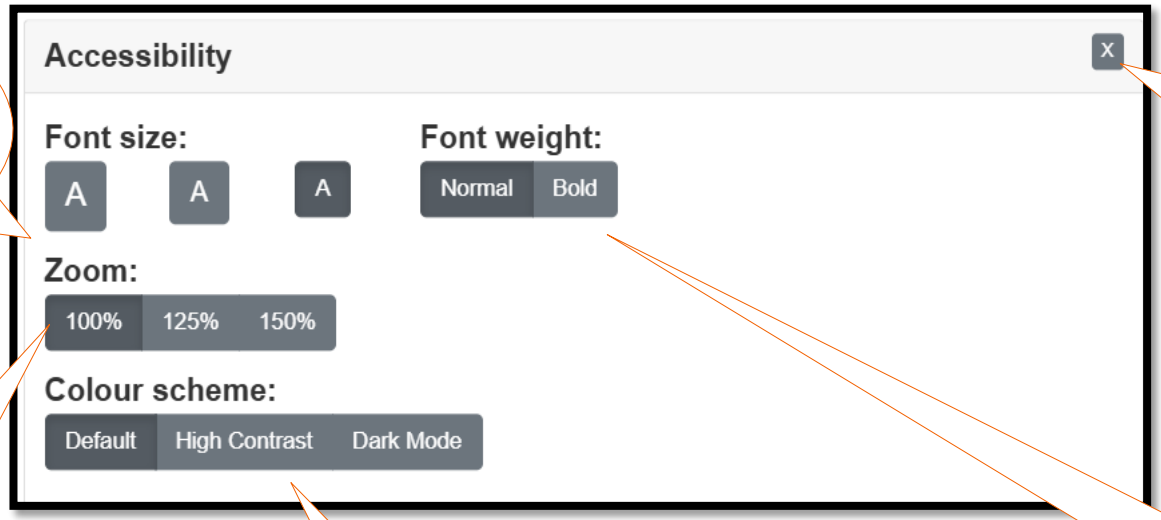
Accessibility

You can explore the accessibility feature before you start your assessment, and before your time starts, as well as access it any time during your assessment



Accessibility

This is the accessibly feature you will see:



Font size
Make the size of the text larger or smaller

To remove the accessibility function click on the X

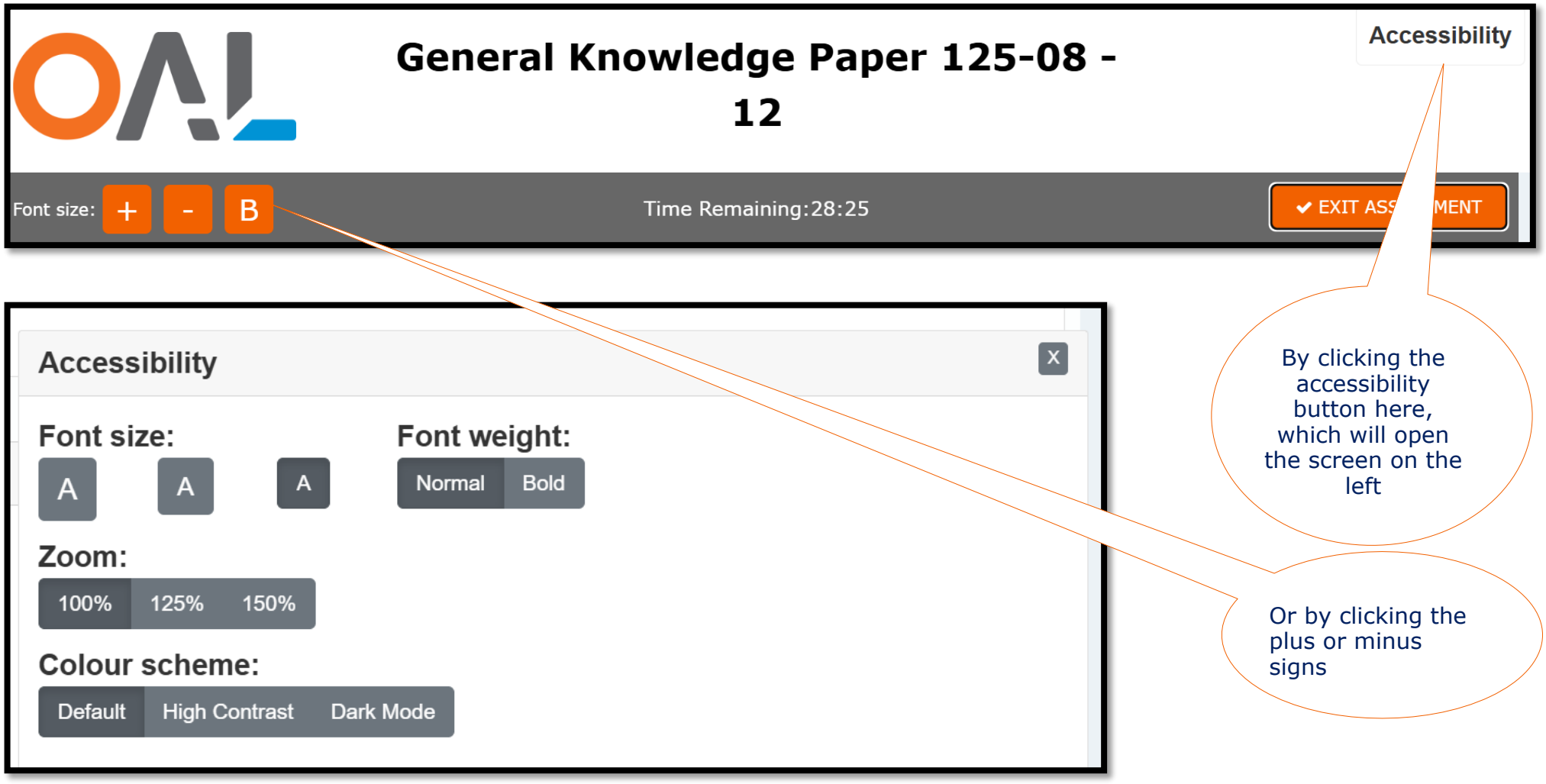
Zoom in or out of the page to make it larger or smaller

Change to high contrasts to make the colours more pronounced, or dark mode to have a dark background with light text

Font weight
Have the font **bold** or not bold

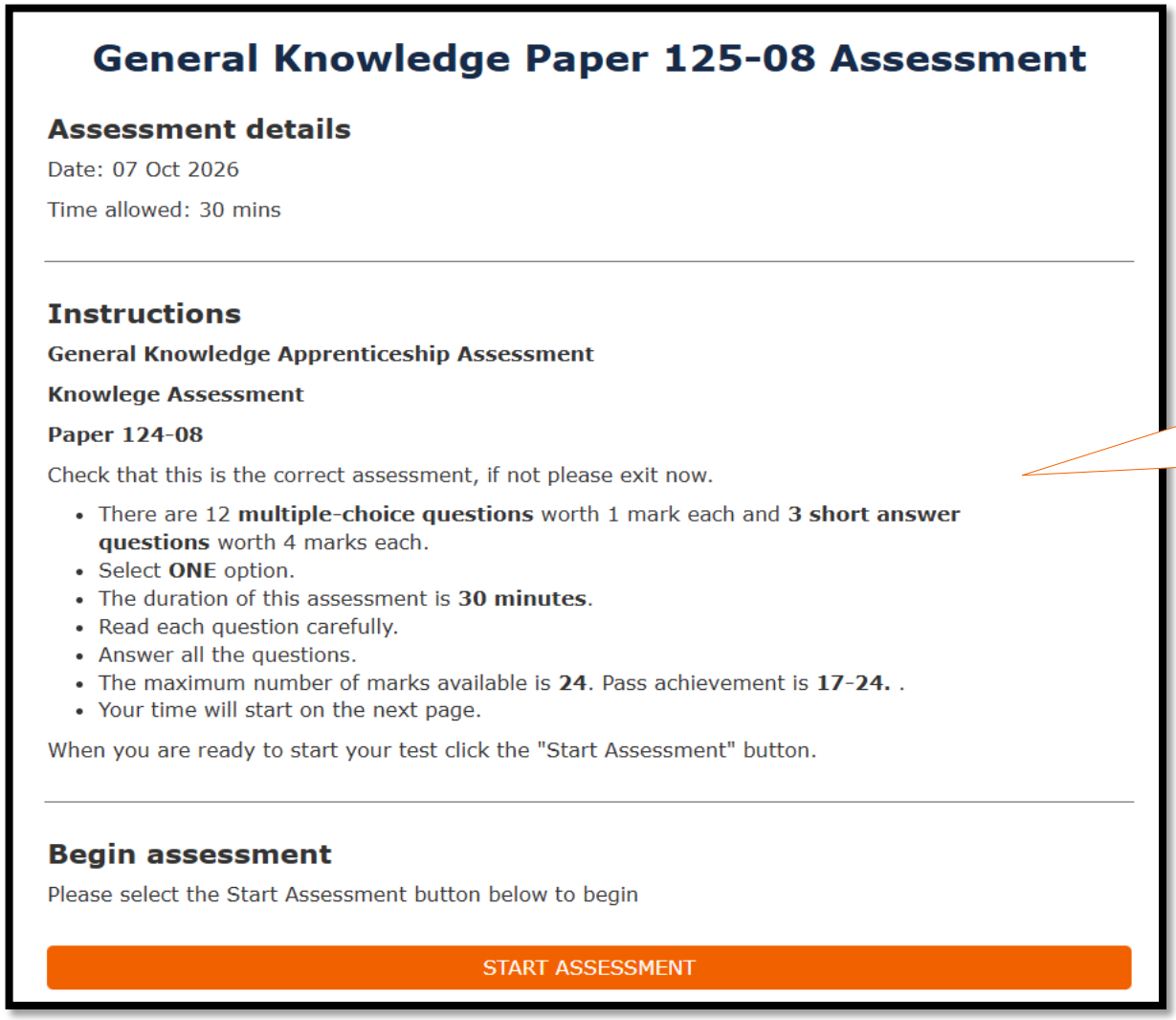
Accessibility

Once you are in the assessment you can also use the plus and minus shortcut keys as well as the accessibility feature



The assessment introduction page

NB – this is a sample assessment introduction page. What you see will vary depending on the assessment you are sitting. Please ensure your training provider has made you aware of the duration of the assessment, and type and number of questions it contains.



General Knowledge Paper 125-08 Assessment

Assessment details

Date: 07 Oct 2026

Time allowed: 30 mins

Instructions

General Knowledge Apprenticeship Assessment

Knowlege Assessment

Paper 124-08

Check that this is the correct assessment, if not please exit now.

- There are 12 **multiple-choice questions** worth 1 mark each and **3 short answer questions** worth 4 marks each.
- Select **ONE** option.
- The duration of this assessment is **30 minutes**.
- Read each question carefully.
- Answer all the questions.
- The maximum number of marks available is **24**. Pass achievement is **17-24.** .
- Your time will start on the next page.

When you are ready to start your test click the "Start Assessment" button.

Begin assessment

Please select the Start Assessment button below to begin

START ASSESSMENT

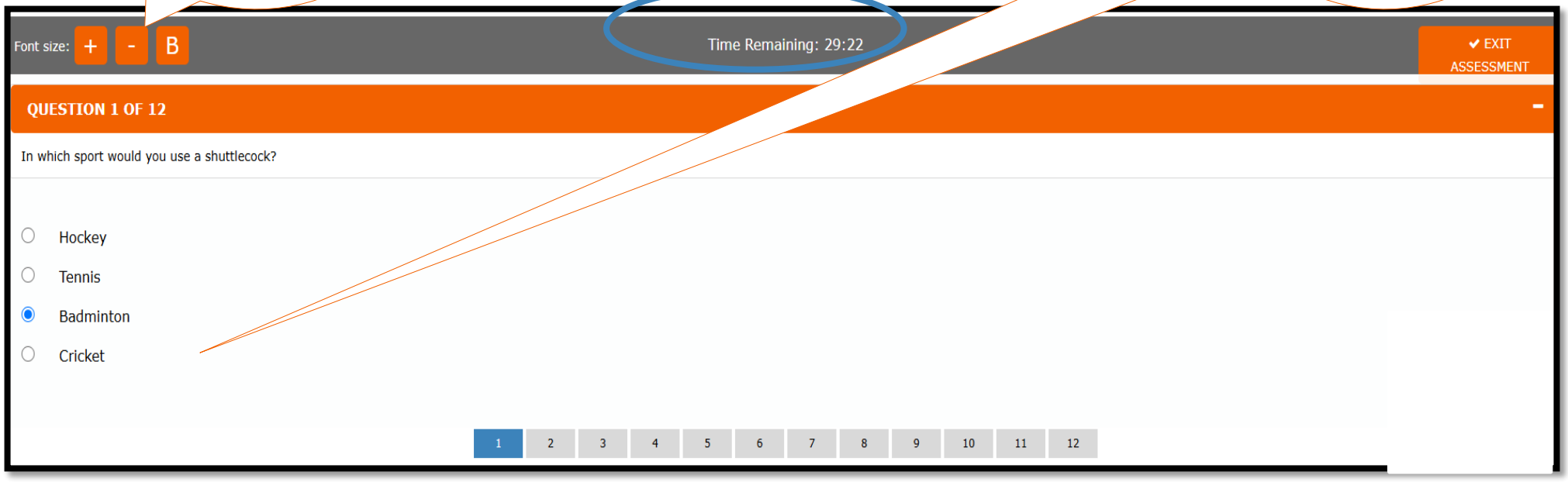
The introduction page will give you instructions and tell you what type and number of questions, marks available, time allowed etc.

Example of Multiple-Choice Question

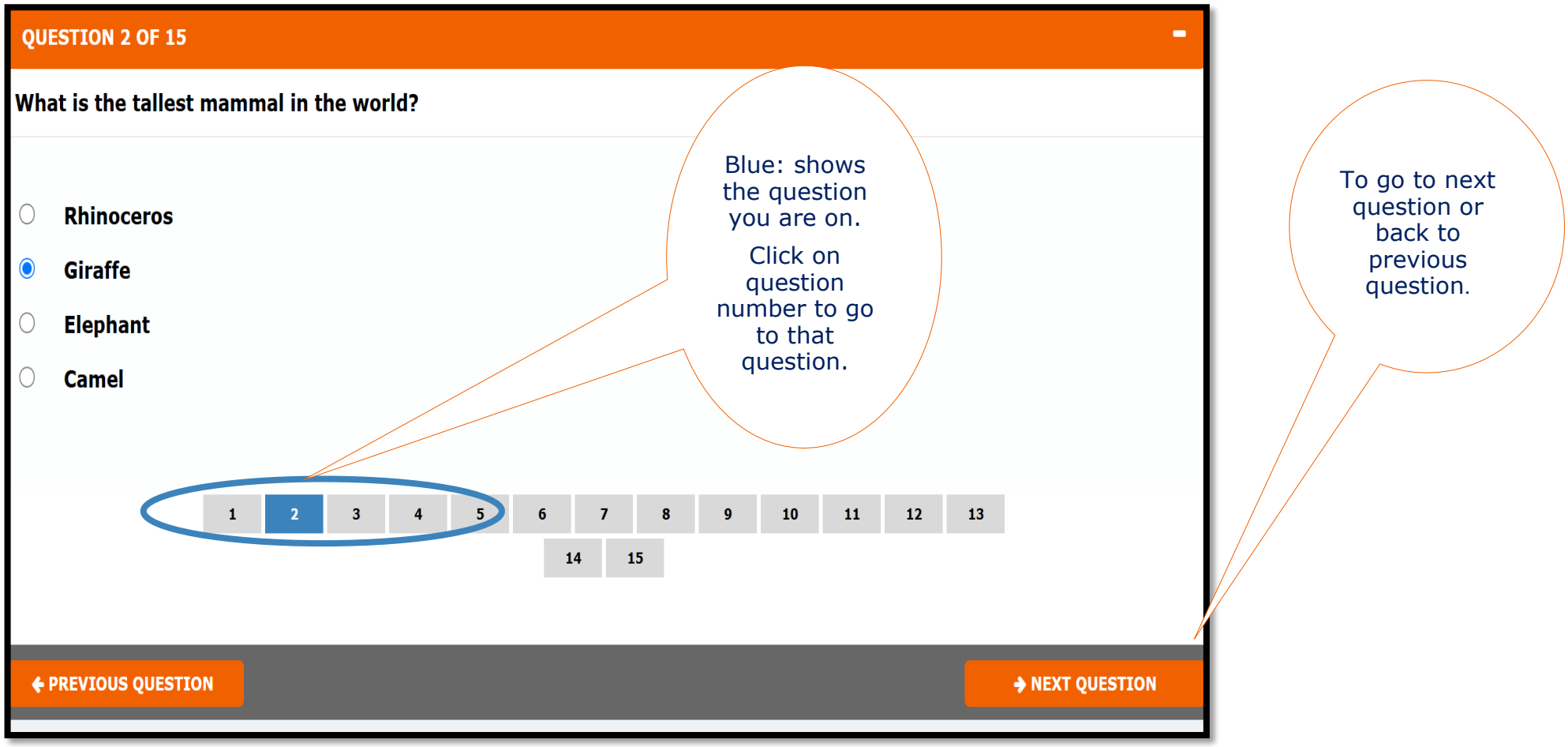
You can enlarge the font by clicking on the plus sign, to minimise click on the minus sign.

Shows how much time is left

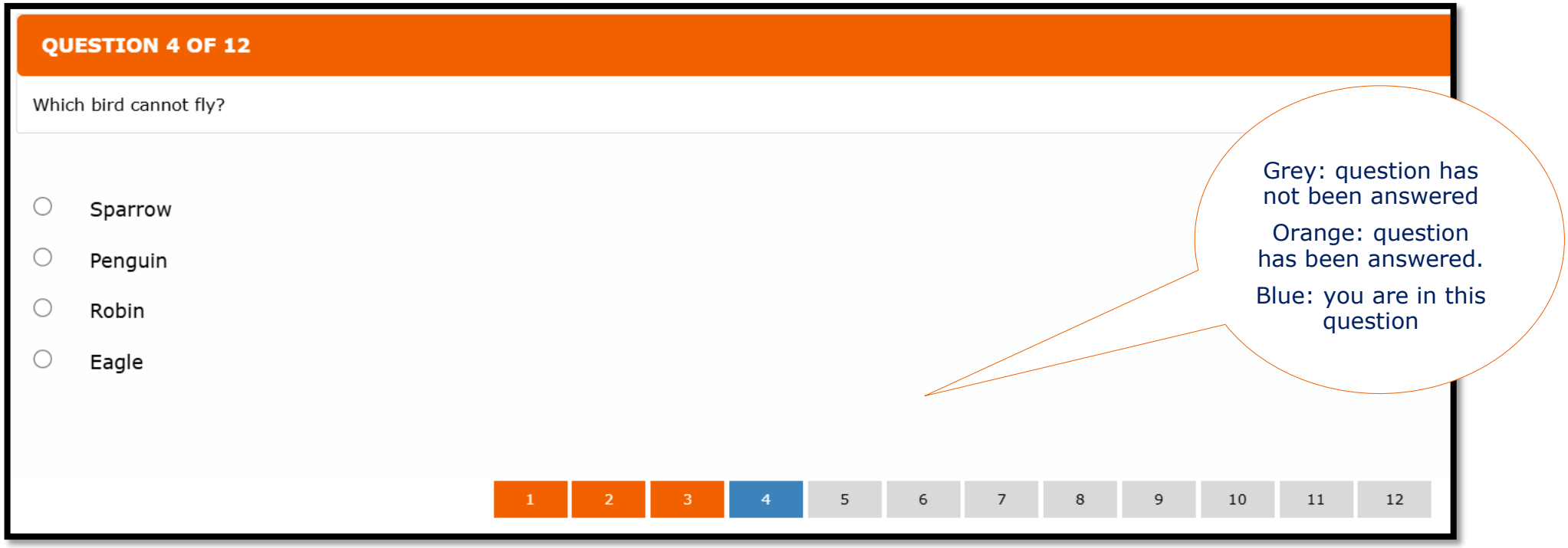
To select answer click on circle. To change answer click on circle next to new selection.



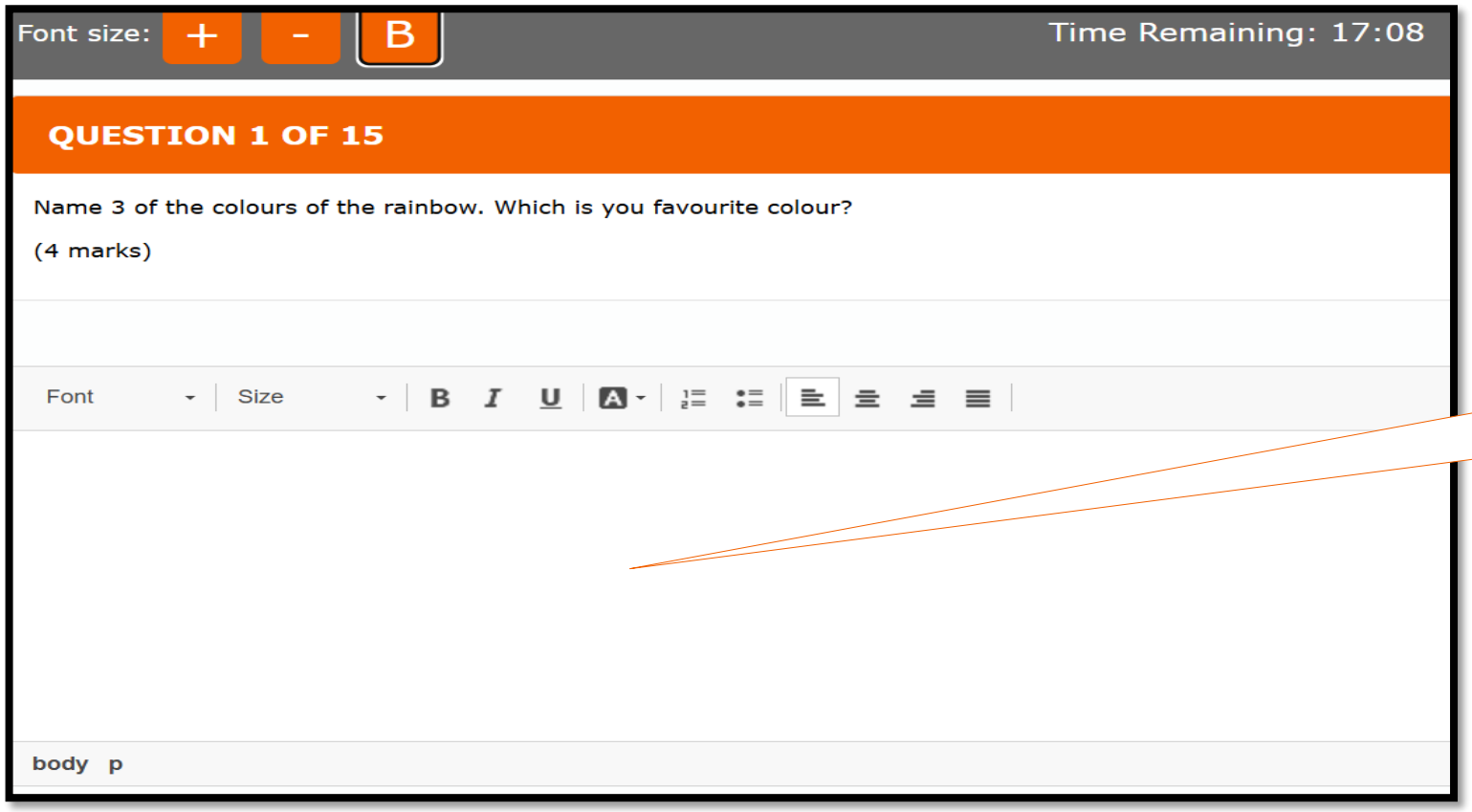
Navigating the Assessment



Question Navigation



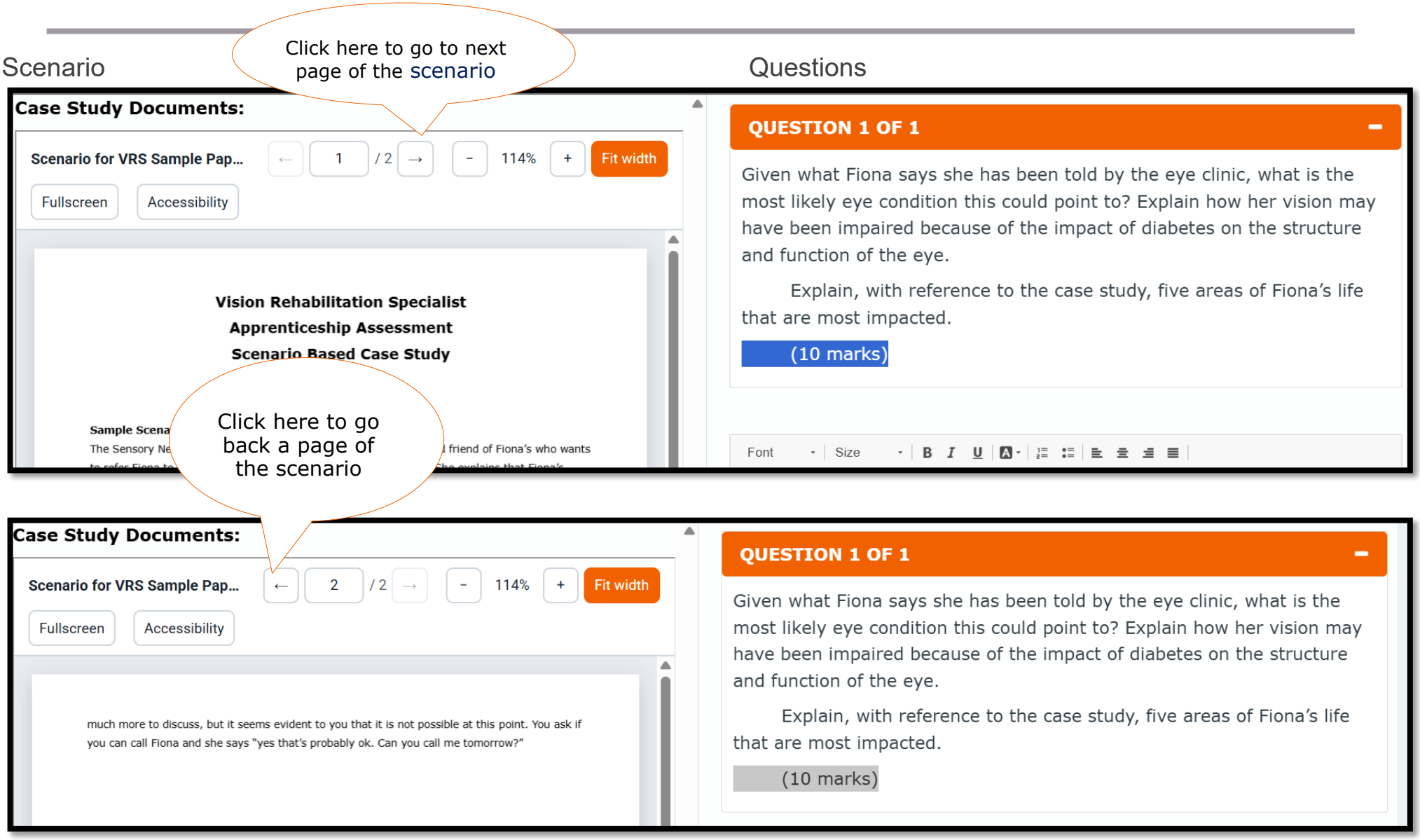
Example of Written or Extended Answer Question



Example of Question with Case Studies or Large Scenario

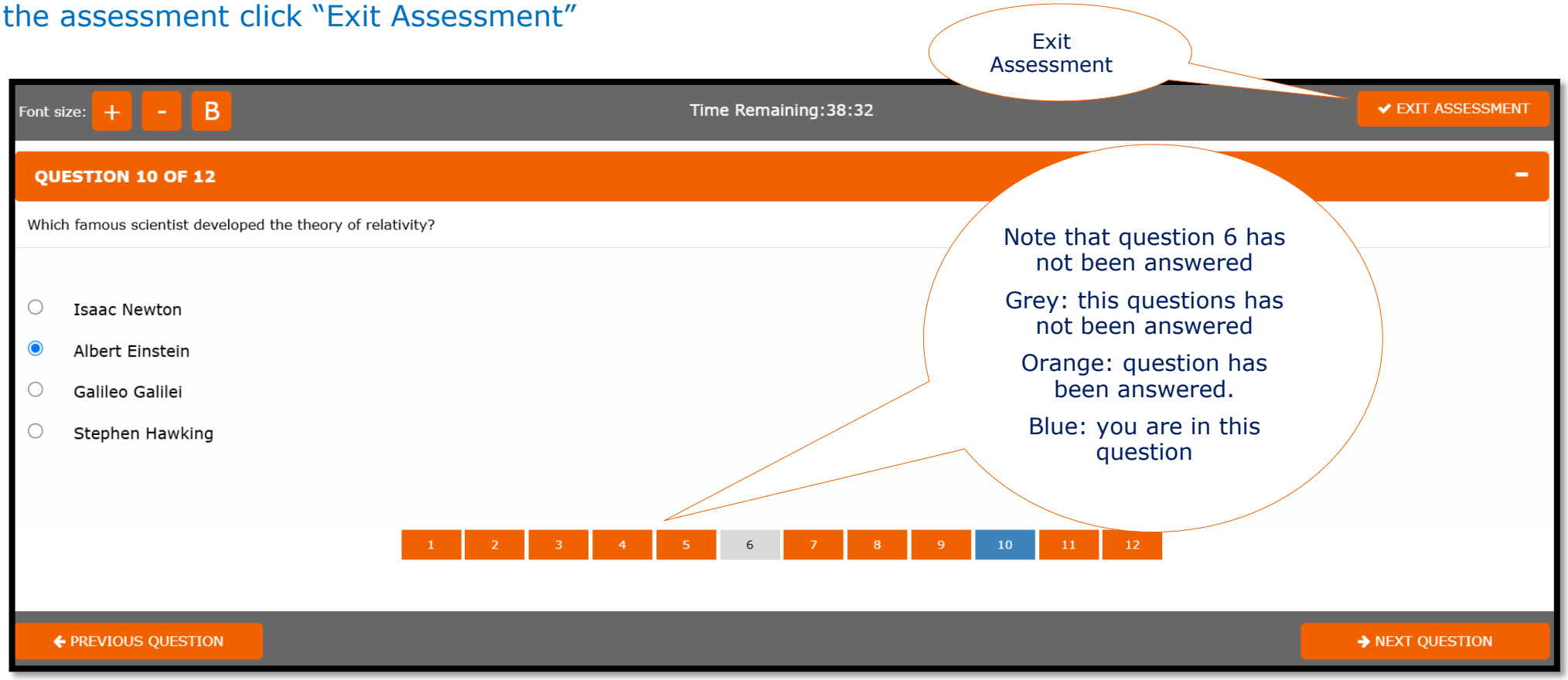
Scenario

Questions



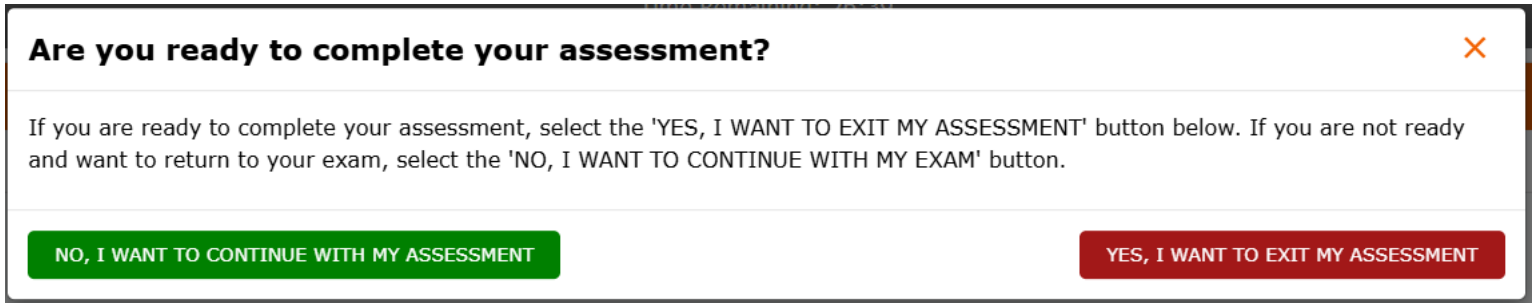
Submitting your assessment

Once you have finished your assessment, have checked your answers and are sure you are ready to end the assessment click "Exit Assessment"



Confirm Completion of your Assessment

When you press “Yes, I want to exit my assessment” you will not be able to go back and change any answers.



Results

Once you have submitted your assessment you will see this message:

