

Saras - Frequently asked questions

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Saras FAQs

1. Timelines:

Q: When did the migration to Saras take place?

A: VTCT Skills exams and EPA knowledge tests – XAMS is no longer available from **1 September 2026**, and all centres delivering VTCT Skills exams have migrated to Saras.

iTEC qualifications - Centres delivering iTEC exams will continue using the Wa'daq exam platform and will migrate to Saras later in the year.

Functional Skills (FS) exams and some EPA Role play /simulation assessments –will continue on the XAMS platform.

Q: Are existing schedules in XAMS being migrated over to Saras?

A –No, due to XAMS's extended and open-ended date range for schedules, VTCT Skills are unable to move exam schedules over to a specific date in Saras. Centres will need to create new schedules in Saras from the 1st September.

Q: Will the result data from the old platform be migrated to the new one?

A: No, there are no plans to migrate legacy results data from XAMS to Saras.

Q: How can I download exam historic data on XAMS?

A: Historical exam results will be made available for centres to download on XAMS until Friday 2nd October 2026. Log in to XAMS **before** 2nd October 2026 and export the results from the 'results' report. Guidance on this is included [here](#).

2. Centre readiness

Invigilator and Exams Officer user accounts have now been migrated from XAMS. Centres should validate their login details:

Log in using your existing credentials to confirm your account has been successfully migrated. If you're unable to access your account, use the 'Forgotten Password' option to reset your password.

[Log in to Saras](#) and check your system requirements [system requirements](#):

Ensure all devices used for examinations meet the required system specifications.

Saras assessments are delivered through a secure lockdown browser, which must be installed and tested on all exam devices before your first assessment.

Centres are encouraged to complete the Practice Assessment to familiarise yourself and your learners with the new assessment experience by completing the practice assessment before your first live exam. [Access the Practice Assessment](#)

Visit the Saras Hub - The Saras Hub contains the latest guidance, FAQs, implementation updates and support resources to help your centre prepare for launch. [Visit the Saras Hub](#)

3. Before the exam – Support guides:

Q: Are there any resources available to help me prepare for learners' exams?

A: Yes. Examination officers should read the [Saras Centre User Guide](#) before scheduling exams in Saras.

We also provide step-by-step guides for all major processes within the system. These guides, along with additional support resources, are available on our [Saras webpage](#).

4. Before the exam – IT support and software:

Q: Are there any specific system requirements for Saras?

A: Yes, you must check your devices meet the required [system requirements](#) specifications

Q: Do I have to install any software to run the exam?

A: Yes, for all online exams, the LockDown Browser (LDB) will need to be installed on the machines that the learners will be sitting exams on.

[Click here for guidance on how to install the LDB - Windows](#)

[Click here to download the installation file for the LDB for Windows](#)

[Click here for guidance on how to install the LDB - MacOS](#)

[Click here to download the installation file for the LDB for Mac's](#)

Q: When downloading the LDB, I am asked for a password and login, where can I get this information?

A: If you are prompted to enter a username and password at this point, this is due to administration restrictions on the device. In this case, please contact your IT team who will be able to support you with the installation.

Q: Can I use a Chromebook for learner exams?

A: Yes, Chromebooks are supported. You will need to install the LDB plugin for Chrome ([Excelsoft LockDown Browser - Chrome Web Store](#)).

Q: Can learners use tablets or mobile phones to take their exams with Saras?

A: No. Mobile phones are not allowed in the exam rooms and tablet devices are not supported for exam integrity and security. Learners must use laptops, desktop computers (either running Windows/macOS) or a Chromebook with the secure LockDown Browser (LDB) software installed. (See link on page 3).

Q: What do I need to do before I can use Saras for exams?

A: Before installing the lockdown browser, please ensure that:

- Devices meet the required [system requirements](#) specifications
- You review and ensure your system meets our [Network Configuration Requirements](#) and Firewall or security settings allow the application to run correctly
- Users have the necessary permissions to install software
- Installation is completed ahead of any scheduled exam sessions
- You test the browser using [the practice test](#) on at least one device before live exam delivery; this is strongly recommended

Q: Can we use the lockdown browser if our exams are delivered through a virtual machine environment such as Azure Virtual Desktop?

A: No, at present, virtual machines are not supported by Respondus. This is because virtual environments can potentially enable users to bypass lockdown security measures, which may compromise the integrity of examinations. Please note that this is not specific to a Saras implementation but rather reflects the broader tightening of exam security in response to evolving technology and AI.

Q: Does the lockdown browser need to be installed to every individual device that is used to sit an exam on?

A: Yes, every device intended to be used for examinations will need the LockDown Browser installed. Our suppliers are currently working on a solution to enable a 'silent installation', which will allow larger centres to ask their IT teams to deploy the software across multiple computers simultaneously, rather than installing it individually on each device. Your IT department may also have a method to install on multiple devices so it would be helpful to consult with them if this is required.

Q: If a centre has the Respondus browser installed already for another awarding body, will this then interfere with them using Saras?

A: We do not anticipate any interference; it is expected that the LDB should work on both Awarding Body platforms.

5. Before the exam – Links to Saras platform:

Q: How can Examination Officers and Invigilators log in to the Saras exam platform?

A: Examination officers and invigilators should log in to the Saras exam platform using this link: <https://assessments-admin.vtctskills.org.uk/TNA/eassessment/#/login> or use the usual link for examination officers within Linx2

Q: How do learners log into Saras?

A: Learners log in to Saras via the [learner login screen](#)

Q: Can learners' access Saras using the learner 'log in to e-learning' link on the VTCT Skills website?

A: Yes, learners can use the website link for Saras exam platform.

6. Before the exam – Examination Officer and invigilation preparation:

Q: How do relevant staff (exam officers, invigilators, tutors/markers, internal quality assurers etc.,) obtain their login details?

A: All previous users of XAMS, who have logged into XAMS since January 2024, can log into Saras using their current log in details.

Q: What if I am was not an XAMS user or/ I have not logged in since January 2024 or / my password is not working?

A: New users and pre-January 2024 XAMS users will need to request a Saras log in using the standard login request process (see answer below). Saras also enforces a stronger password requirement than XAMS which has prevented the import of some passwords into the system. In the event your password could not be migrated, a new password will be issued to you. This can be changed, if required, once you log in to the system.

Q: How can I or a new staff member get a Saras login?

A: If a user is not in the system, permissions must be granted via the user's centre and the applicable login authorisation form will need to be completed. These forms are located in the [Document Library](#) of the centre portal.

Q: How is the level of access for invigilators different to that of the examinations officer?

A – The invigilators access is limited – invigilators can only retrieve access codes, access and print reports for daily exam results and monitor the exam in progress – pause or stop the exam.

Q: When we log in to Saras, do we need to go through the authentication process every time such as the Captcha and an email code?

A: Yes - for security reasons, Saras logs users out after either 20 minutes of inactivity or closing and re-opening Saras.

Q: I have previously logged into Saras without any issues, but I am now experiencing difficulties. Why is this?

A: If you have successfully accessed Saras before but are now experiencing issues, this may be due to a recent system update. In many cases, clearing your browser's cache and cookies will resolve login or loading problems by ensuring that your browser retrieves the latest version of the system.

Q: How do I clear my browser cache?

A: The quickest method for most browsers is:

- Windows: Press Ctrl + Shift + Delete
- Mac: Press Command + Shift + Delete

Then:

1. Select Cached images and files (and Cookies, if appropriate).
2. Choose All Time or Everything as the time range.
3. Click Clear Data or Clear Browsing Data.
4. Close and reopen your browser.
5. Log back into Saras and try again.

7. Before the exam – Scheduling learners

Q: How do I navigate the Saras Administrator dashboard?

A: Follow the guidance here on [Saras Administrator dashboard](#)

Q: How do I schedule a learner's exam? Can exams be scheduled for a group of learners?

A: Yes, you can schedule a cohort of learners against a unit. Follow the guidance here on [Schedule an exam](#)

Q: Can we schedule more than one exam for a learner under the same schedule? (e.g. A&P EX1 and EX2)

A: No, you cannot schedule multiple exams for a learner(s) under one schedule. A separate schedule will need to be created for each exam.

Q: Why is the 'schedule type' box greyed out when I try to schedule an assessment?

A: This means you have not selected the 'specific' assessment you wish to schedule – please click on the drop-down arrow and select the exam (e.g. Paper 1 or Paper 2, English or Welsh.)

Q: How do I schedule learners for a paper-based exam?

A: Follow the guidance here on [Schedule an exam](#) and select paper-based rather than online.

Q: Can paper-based assessments be scheduled for the same day?

A: No – paper-based assessments must be scheduled 5 days in advance.

Q: How far in advance can I print off the paper-based assessments?

A: Paper-based assessments can be printed by the Examination Officer 3 days prior to the schedule date.

Q: Do paper-based exams have to be completed on the day they are scheduled?

A: Yes. VTCT Skills expects paper-based exams to be completed on the scheduled date, as they are administered in the same way as online exams.

Q: Will logins still be per site code, or is there an option to toggle between sites once logged in?

A – Logins will remain per site code. Providing you have logged in to XAMS in the last two years, and your password meets security requirements, you'll be able to log in to Saras with the same username and password for each site.

Q: When will my learner's exam schedule expire?

A: Exams are scheduled for a specific date and for one day. At 23.59 on the exam date the schedule will expire and if the learner is absent or does not sit the exam, another schedule will need to be created.

Q: How far in advance can I schedule my learner(s) exam?

A: Exams officers can schedule learner exams once they are registered. Exams can be scheduled as far in advance as required. You are scheduling for one specific day. If the learner is absent or does not sit the exam before 23.59 on the day the exam is scheduled for, the schedule will expire and another schedule will need to be created.

Q: How do I add learners to an existing schedule? Can we change schedules once they are made?

A: It is possible to amend a schedule up to 23:59 on the day of the exam, either to add or remove learners or adjust dates/times as required. Follow the guidance here on [add learners to an existing schedule](#)

Q: How do I remove learners from an existing schedule?

A: Follow the guidance here on [removing learners from an existing schedule](#)

Q: How do I view all exam schedules?

A: Follow the guidance on [viewing all exam schedules](#)

Q: Is it possible to change the order that learners are displayed in the system?

A: When adding learners to a schedule, they are displayed in alphabetical order. Users can search by filtering, e.g. learner details, learner number.

Q: Will the exam timings be shown when scheduling to allow for lesson planning?

A: The exam durations are listed on the learner login sheet, which is available once the exam is scheduled.

Q: How should exams officers schedule multiple exams for a learner on the same day?

A: The scheduled start time is the exact time an exam becomes available to the learner. If a learner is due to sit multiple exams in one day, we recommend scheduling them at reasonable intervals (for example, approximately 30 minutes apart) to allow sufficient time between assessments. Learners cannot start an exam before its scheduled start time, but once an exam is available, they can complete it at any time before 23:59 on the scheduled day. When scheduling multiple exams, centres should also consider the learner's wellbeing, readiness, and cognitive load.

Q: How do I schedule a resit exam for a learner, and can they resit immediately after receiving their result?

A: Learners can be scheduled for a resit exam using the [Schedule an exam](#) process. While the system allows a learner to be rescheduled on the same day if required, centres are encouraged to avoid immediate resits wherever possible. Learners should be given sufficient time to review their performance, address any knowledge gaps, and undertake further learning or revision before retaking the exam. Centres should also consider the learner's wellbeing and cognitive load when deciding on the timing of any resit.

Q: Is there a limit on the number of online exam attempts a learner can make before additional fees apply?

A: The number of resits permitted varies by qualification and remains unchanged from XAMS.

Q: Do the rules around multiple exam attempts and requesting B Papers remain the same in Saras?

A: No. Saras works differently from XAMS. For online exams, the system automatically randomises both the exam paper version (A or B, or AA or BB) and the questions presented to learners. As a result, centres do not need to request a B paper for most online assessments. There may be occasional assessments where a paper B is not in the Saras system; in these cases a request for a B paper will still be required in line with the current process.

8. Before the exam – Preparing for the learners' exam:

Q: Can learners log into the Saras Test Player before the scheduled examination date?

A: Yes, learners can and are encouraged to log into the exam platform and test their lockdown browser (and camera set up if remote invigilation is being used) - logging in will also help the learner familiarise themselves with their exam platform.

<https://assessments.vtctskills.org.uk/TNA/testplayer>

Please note - you must not issue their access codes for any scheduled exams until the specific exam date/time, to ensure they do not access their exams until the specified date/time

Q: Is there a practice exam we can test the system on?

A: Yes. Please follow this link for guidance on [taking a practice exam via a lockdown browser](#) and use this link for [the practice test](#)

Q: How do learners log in to start the exam?

A: Learners log in to Saras via the [learner login screen](#)

Q: How do I access learner login details?

A: Their password is: VTCT Skills learner number then @Pwdearofbirth e.g.: 1234567@Pwd2000

Q: Will learners be emailed their password?

A: No, passwords are not emailed. The learner's password does not change and is: their VTCT Skills learner number then @Pwdearofbirth e.g.: 1234567@Pwd2000.

Please note – a learner's login password is not the same as their access code to start an exam. Access codes are available on the learner log in sheets.

Q: How do I download log in sheets?

A: Centres download login sheets with access codes and issue these individual codes to learners at the start time of their exam. Follow the guidance on [downloading log in sheets](#)

Q: Do attendance sheets and/or invigilation reports and seating plans have to be used and sent to VTCT Skills?

A: Centres are required to use all invigilation documentation, complete the relevant sections, and store and retain them securely. VTCT Skills may request these records as part of routine Quality Assurance monitoring. You can download the invigilation and seating plan document once the exam is scheduled. Alternatively, you can access the invigilation report and seating plan here, (this now includes the attendance register too): [Invigilation report and seating plan](#)

Q: What happens if a learner enters the incorrect password more than once...does it lock them out?

A: No, however if a learner doesn't logout properly and then they try to login again, they will receive an error to try again in 3 hours. However, it is possible for an exam officer or centre administrator to override this. This is known as clearing a login. Follow the guidance on [Clearing learner logins](#)

Q: How do I download scheduled paper exams?

A: Follow the guidance on [downloading paper exams](#)

9. Reasonable adjustments (RA)

Q: Will my learner's RA access arrangements from XAMS be transferred automatically to Saras?

A: Yes, The VTCT Skills Assessment team will ensure all prior RA's will be transferred across from XAMS to Saras.

Q: Can examination officers add access arrangements while scheduling / can extra time still be applied manually when scheduling?

A - No, currently, extra time cannot be added during the scheduling of an exam. A Reasonable Adjustment must be submitted prior to the scheduling of an exam for learners who require Reasonable Adjustments. Once Reasonable Adjustments have been approved, the appropriate extra time will be added to the learner's eligible examinations. If, for any reason, the extra time is not showing, the VTCT Skills Exams Team (exams@vtctskills.org.uk) must be notified. They will then carry out the necessary internal checks and manually apply the extra time to the learner's examination entry.

Q: What do I need to do if I have a learner who requires supervised rest breaks?

A: A [Reasonable Adjustment application](#) will need to be submitted prior to the exam being sat and the invigilator role has the function of pausing and restarting a live assessment.

Q: Does the learner test platform provide text-to-speech functionality, and is it compatible with screen readers and Read&Write software

A: Yes, the system is compatible with JAWS and NVDA screen readers, which provide an audio option for reading the questions. However, the system does not support any writing or dictation software.

Q: Do we still need to apply for Access Arrangements for altering the colour of the screen?

A: No, learners can choose the colour of their screen from the relevant drop-down menu once they have logged in to their exam

Q: Are the adjustments available to all learners or only those that have had reasonable adjustments applied for, e.g. screen colour change, text resizing and read aloud software?

A: Screen colour options and text resizing are available to all learners, and they can choose the colour of their screen/text size from the relevant drop-down menu once they have logged in to their exam. Centres remain responsible for applying for Reasonable Adjustments for read aloud software requirements.

Q: What are the colour range options when learner sit exams.

The colour themes available are included in the table below.

Theme Name	Behaviour
Dark	This is to demonstrate the behaviour
High Contrast	This is to demonstrate the behaviour
Pastel Blue	This is to demonstrate the behaviour
Pastel Yellow	This is to demonstrate the behaviour
Pastel Green	This is to demonstrate the behaviour
Pastel Pink	This is to demonstrate the behaviour
Pastel Orange	This is to demonstrate the behaviour
Bright Blue	This is to demonstrate the behaviour
Bright Yellow	This is to demonstrate the behaviour
Bright Green	This is to demonstrate the behaviour
Bright Pink	This is to demonstrate the behaviour
Bright Orange	This is to demonstrate the behaviour
Bright Purple	This is to demonstrate the behaviour

Q: What size font are the 'large font' etc

A: The font sizes will be variable depending on the learner's screen resolution. The options for small, medium or large font will amend the size of the text related to the resolution.

Q: Will this new accessible format be available for practice exams?

A: Yes, the functionality and accessible options are the same in the practice exams

Q: Is there a translation option available for exams within Saras?

A: For most funded, Ofqual-regulated qualifications, examinations must be completed in English and therefore cannot be translated into other languages. However, Reasonable Adjustments (RA) can still be applied for where appropriate, allowing eligible learners the use of language dictionaries in accordance with the published guidelines and permitted time allowances.

For learners completing qualifications from Qualification Wales, there are some exams available in Welsh or bi-lingual English/Welsh options

Our international qualifications (iTEC) will be migrated to SARAS later this year. Any assessments that are currently available in alternative languages will continue to be offered in those languages once they are available within SARAS.

10. Remote Invigilation - Record and Review

Q: Is there a facility or option for remote invigilation within Saras?

A: Yes, however due to the introduction of the lockdown browser, centres can no longer invigilate assessments remotely using live video technology.

Q: Is Record and Review remote invigilation compulsory for every learner or can centres continue to carryout face-to-face invigilation?

A: Record and Review remote invigilation is not compulsory. It is expected that the majority of centres will continue to deliver assessments through face-to-face, centre-run invigilation, either in a group or individual setting.

Q: How will Record and Review differ to the previous centre-run remote invigilation?

A: SARAS includes a Record and Review remote invigilation service, which enables learners to complete assessments remotely on their own devices at a time that suits them, 24 hours a day, 7 days a week, without the need for centre-run live invigilators.

This service replaces the previous option of centre-run remote invigilation for a centre's own learners. During the assessment, the learner and their on-screen activity are recorded. Once the assessment has been submitted, the recording is reviewed by VTCT Skills to ensure that assessment regulations have been followed before results are released.

Record and Review remote invigilation is charged at £20 per assessment, per learner.

The review process consists of two stages:

1. The recording is analysed using AI technology.
2. Any potential concerns are reviewed by a trained human reviewer.

Only a human reviewer can make the final decision on whether any assessment regulations have been breached.

Further information, including the full policy and a comprehensive list of assessment breaches, will be published separately.

The Record and Review option is an additional paid-for service, designed primarily for centres and learners where travel is difficult, time-consuming, or otherwise challenging. It provides flexibility by allowing learners to complete assessments remotely while maintaining the required assessment controls.

Q: Can centres still carry out remote invigilation via Zoom or Teams?

A: No, the lockdown browsers blocks access to Teams or Zoom technology. Centre's requiring remote invigilation will need to schedule Record and Review invigilation

Q: Can learners use a Chromebook for their Record and Review invigilated exams?

A: No, remote invigilation is not available on Chromebooks. Centre invigilation can take place on Chromebooks via the Lockdown Browser extension; however, the extension does not support remote invigilation.

Q: Can learners log into the Saras Test Player before the scheduled examination date to test their device?

A: Yes, learners can and are encouraged to log into the exam platform and test their lockdown browser and press the camera icon to ensure their camera is set up and functioning in readiness for remote invigilation. Once a learner has been scheduled for Record and Review invigilation, they will receive an email containing login instructions (ensure the learner's email address is present or is added when adding them to the schedule). They will then have access to a mock assessment, allowing them to test their camera settings, practise the identity and environment checks, and ensure their equipment is ready before taking their live assessment. It is recommended that learners carry out this activity in advance of their live assessment so that any issues can be resolved.

Q: Can a learner use a headset instead of an integrated microphone during remote invigilation (RI)?

A: No. For remote invigilation, learners must use an integrated microphone; headsets and external microphones are not permitted. Microphones are required to capture sound throughout the assessment, and integrated microphones provide a more consistent and reliable record of the learner's environment. External devices may limit or affect the quality of audio capture, including background conversations or signs of unauthorised support. They may also present a security risk, as additional software could potentially be installed on external devices, which could breach assessment conditions or compromise assessment security.

Q: Are there any support guides or further information available for Record and Review remote invigilation?

A: Please watch the recorded webinar from the 6th August that is available on the [website](#).

Q: Can we communicate with the learner during the remote invigilation of an online exam?

A: Centres will no longer carry out remote invigilation and the lockdown browser prevents messages and use of TEAMS etc. Centres will need to ensure they have communicated the exam process to learners before the Record and Review session is started.

Q: If it takes up to 5 days for the results to be released for the Record and Review invigilation – will we receive notifications when they are ready or does the centre need to keep checking the reporting section?

A: At this current time, centres will need to check the results section of Saras for the results outcome of the 'human' checks on Record and Review. However, updated information will follow in due course.

Q: Will learners be required to complete the system checks (The bandwidth suitability, ID photo + headshot and 50-second room sweep video etc) after each individual exam?

A: Yes, learners will need to complete these checks before each exam, as room conditions and the testing environment may have changed. The system operates on an exam-by-exam basis and does not retain or reuse verification and system check information from previous exam sessions.

Q: Is there an appeals procedure for any identified contraventions or for a voided result?

A: Yes, Centres (on the behalf of a learner) may appeal any identified contraventions or voided results by following the standard appeals process and submitting an Enquiry About Results (EAR) form. The appeal will then be reviewed in line with the awarding organisation's established procedures. <https://www.vtctskills.org.uk/policies-and-procedures/>

11. During the exam:

Q: Do VTCT Skills provide any Invigilation guidance?

A: Yes, you can access the [Instructions for Conducting Examinations](#)

Q: How do learners sit the exam?

A: To ensure the device that the exam will be sat on is fully compatible, it is essential that the device meets the [system requirements](#) for Saras. Saras includes a built-in system check to help centres easily confirm device compatibility. Once the learner has logged in to the [learner login screen](#) they can [log into their exam](#).

Q: How do I assist a learner who is receiving a message that says they are already logged in?

A: It is possible that if a learner is considered to already be logged in to the Test Player, they may receive a message indicating they need to wait 3 hours before logging in again. This is the standard procedure to avoid multiple users logging in with the same credentials and can be caused by a learner not incorrectly logging out or using multiple windows.

However, it is possible for an exam officer or centre administrator to override this. This is known as clearing a login.

Follow the guidance on [Clearing learner logins](#)

Q: What happens if or when the internet connection is lost during a learner's exam?

A: Learners can continue to answer their exam questions and complete their exam. At the end of the exam the learner's exam will need to be submitted by the Exams Officer.

Follow the guidance on [uploading exams submitted without an internet connection](#)

Q: How does the invigilating process work in Saras?

A: The core invigilation process has not changed, please refer to the Instructions for Conducting Examinations Policy. Saras provides advanced features such as the ability to monitor exams in real time; pause the clock to allow for sudden stoppages. For further information see the [Test Monitoring System guide](#).

Q: Can an exam be paused or stopped if a learner requires a comfort break, or in the event of an incident, minor emergency, suspected malpractice, or inappropriate behaviour?

A: Yes. Invigilators and Exams Officers can pause and resume a learner's exam through their Saras login if a temporary interruption is required, such as a comfort break or minor incident. They also have the authority to stop an exam entirely if a learner becomes unwell, is unable to continue, or is not complying with examination conditions. All such actions should be recorded and managed in accordance with the centre's examination procedures.

12. After the exam: Results and reports

Q: How do Centres mark paper-based exams and gain access to mark-schemes?

A: Centres can access an answer sheet for paper-based exams once the scheduled deadline date/time has passed.

Q: How do I get my learner's exam results? Are learner's exam results instant?

A: To access results, follow the guidance on [View all exam results](#). Results for automatically marked assessments are available instantly via the Daily Exam Results report.

Q: Can a centre add results to Saras for paper-based exams?

A – Not currently, however; we are currently testing an App so centres can scan in the OMR (Bubble sheet), and then the saras system marks the paper-based exam and assigns the marks to the learner.

Q: How do we print learner result sheets for their portfolio's?

See all results guide - [Viewing all exam results](#)

Downloading learner feedback reports – [Downloading learner feedback reports](#)

Information on how Saras talks to ManageAssess will be updated shortly.

Q: Will Saras reports look the same as the XAMS results slip e.g. provide a breakdown of the questions that the learner did not achieve?

A: Saras reports will list the learning outcomes that the learners has not been successful in but not list the specific questions. Centre staff can orally ask the learners centre-devised questions to cover the learning outcomes not achieved.

Q: Will learner reports have a percentage score on their results report?

A: Yes, a percentage score will also be displayed when the results report/display is generated from Data Analytic Reports

Q: How can you download exam historic data on Saras?

A – For Saras, please follow the guidance on [View all exam results](#). To download historic data from XAMS, please follow the guidance [here](#) **prior to 2nd October 2026**.

13. Series-based (window) exam questions:

Please note further guidance for centres for scheduling window/series-based exams will follow in due course and in readiness for scheduling exams.

Q: Will the marking and IQA take place on the Saras system for CO2A5 NEA?

A – Yes, the NEA uploading and centre marking process will take place on Saras. Further guidance for centres will follow in due course on how to complete this process.

Q: With the controlled synoptic Assignment, do the learners need to log into Saras to be able to complete and store the synoptic assignment throughout the 20 hours?

A – No, learners will complete their NEA's in the same way they have in previous years, and Centre staff will upload and record their marks. Further guidance for centres will follow in due course on how to complete this process

Q: Are we still able to book exams using a window?

A – Yes, series-based / window exams are still scheduled via a window. E.g. CO2A5. These exams continue to be scheduled for fix dates/times. Further guidance for centres will follow in due course on how to complete this process

14. Useful links:

Click on the Saras exam platform support website

<https://www.vtctskills.org.uk/centres/current-centres/saras/>

for:

- The Saras Guidebook
- System Requirements
- Saras Local Network and Device Configuration
- Frequently asked questions
- The following Step-by-step guides:

Installing the lockdown browser – MacOS: <https://app.tango.us/app/workflow/Installing-Lockdown-Browser---MacOS-54228c09e59046c78e9edc8986d5431f>

Installing the lockdown browser – Windows: <https://app.tango.us/app/workflow/Installing-Lockdown-Browser---Windows-68f09aef4b564abeb49e71965a348875>

Taking a practice exam using the lockdown browser:

<https://app.tango.us/app/workflow/Taking-a-practice-exam-via-Lockdown-Browser-c323e4a3e54f4125b957dcf87a6c3de8>

Navigating the Saras administration dashboard: <https://app.tango.us/app/workflow/Navigating-the-Saras-dashboard-46ebf9c60886448697726408459234e5>

Schedule an exam: <https://app.tango.us/app/workflow/Scheduling-an-exam-5fb3ca59b8d445f9bb800f3483ba6477>

View all exam schedules: <https://app.tango.us/app/workflow/Viewing-all-exam-schedules-538ea2f555864a8da58baf4dc71ec34c>

Add learners to an existing schedule: <https://app.tango.us/app/workflow/Adding-learners-to-an-existing-schedule-ec2a0028ef3446f497264d19cbd1c7e9>

Remove learners to an existing schedule: <https://app.tango.us/app/workflow/Removing-learners-from-an-existing-schedule-76b5b627f5f84af5b4c56de35e02659b>

Download login sheets: <https://app.tango.us/app/workflow/Downloading-login-sheets-c320eb966cbe41ee9e22661b738730dd>

Download paper exams: <https://app.tango.us/app/workflow/Downloading-paper-exams-5fdc44ea0b0d4e5da2e841b9041daf28>

Clear learner logins: <https://app.tango.us/app/workflow/Clearing-learner-logins-fad79fe2d2f140a68d6353497f278092>

Upload exams submitted without an internet connection:

<https://app.tango.us/app/workflow/Uploading-exams-that-were-submitted-without-internet-connection-b031b433497948da9d5b34e81abc6fac>



View all exam reports: <https://app.tango.us/app/workflow/Viewing-all-exam-results-8ff13bdb70244c63bd0ae16e6f8494d1>

Download learner feedback reports - <https://app.tango.us/app/workflow/Downloading-learner-feedback-reports-4fa9b460b71d423db2f13d9677af6f7c>