

FAQ's

What is Highfield Works?

Highfield Works is Highfield's online assessment system. It is an online assessment tool available to any Highfield centre delivering Highfield qualifications.

How does e-assessment work?

E-assessment works by allowing all assessments for a qualification to take place online, at a time and place convenient to the centre and learner.

What equipment do I need?

Highfield Works operates on any device with an internet connection, as it is hosted online. Any PC, laptop or tablet should suffice.

Highfield Works is also fully browser based, so you don't need to download anything either.

What is the set-up process?

Centres need to register their course on Highfield Central at least five days before the assessment is due to take place. Highfield helps to ensure everything is set up correctly. Then centres add their learners.

Once this has been completed, learners can complete their assessments.

The entire process has been designed to be as simple as possible. No technical knowledge is required.

Can I verify candidates via Highfield Works?

Yes, candidates' identification can be verified via Highfield Works. You can also add all candidates at once, saving you time.

How do results and resits work?

Results are available instantly, so you'll know straight away if you need to book any resits or whether you can download completion certificates.

Resits can be booked instantly without needing to contact Highfield directly.

How does certification work with Highfield Works?

Results are updated on Highfield Central instantly, which means that completion certificates can be issued instantly.

What is 'Cert Check'?

Cert Check is a system that allows employers to check learners' completion certificates. It is a valuable way in which learners can prove they have completed their courses and meet employers' requirements.

Is Highfield Works paperless?

Highfield Works can reduce or completely eliminate paperwork and the requirement to hold paper stocks, depending on the preferred method of assessment and the courses you are delivering.

How easy is it to use?

Very! Once you have set it up (which Highfield will help with), you control everything through the intuitive and simple-to-use dashboard. With its fast and responsive functionality, the dashboard provides real-time invigilator updates.

Who should use Highfield Works?

Any centre that is approved to deliver Highfield courses and qualifications.

What are the benefits of using Highfield Works?

E-assessment makes life easier for centres and learners through:

- improved efficiency, quicker turnaround times
- reduced administration and paperwork
- long-term financial savings
- environmental sustainability

Next steps

If you're already a Highfield-approved centre, just speak to your account manager who will be happy to help set you up. Or if you're not a Highfield-approved centre, contact us on: **0845 2260350/01302 363277** or email us at: **sales@highfield.co.uk**

