

Digital Functional Skills: zip file management

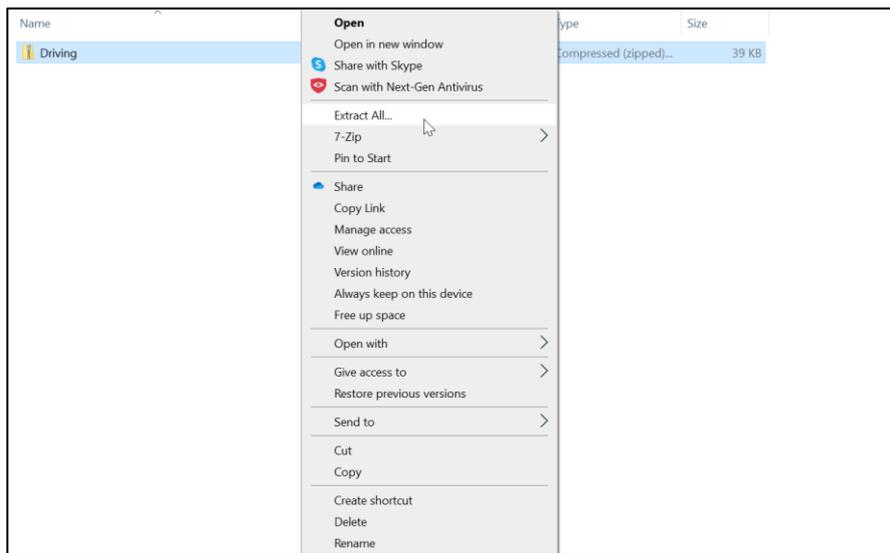
How to manage zip files

Unzipping files: Windows 10 and Windows 8.1 guidance

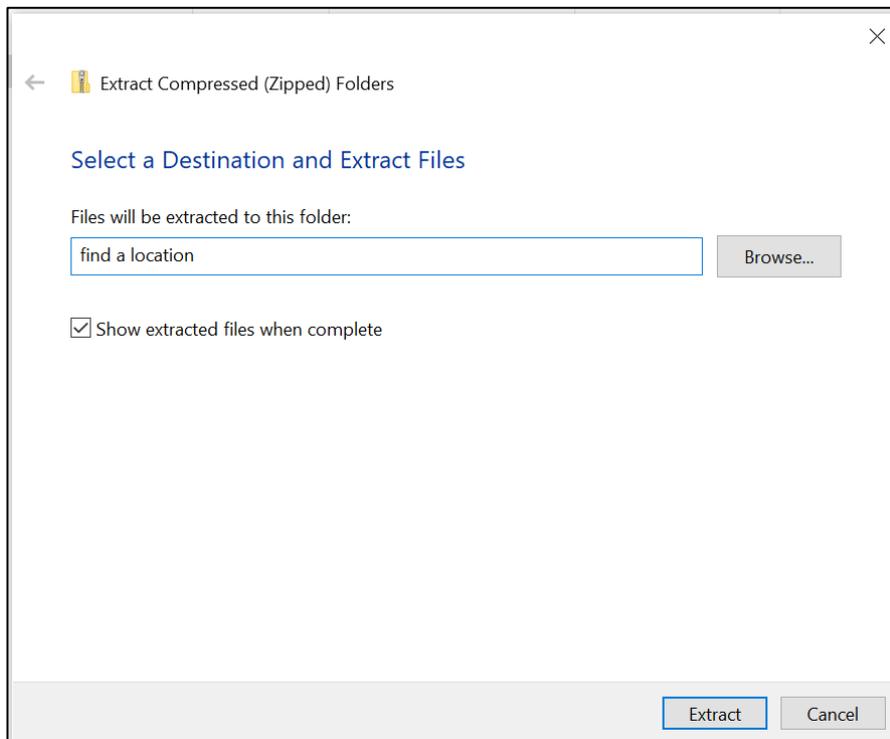
Centres must ensure that all pre-release files are downloaded and unzipped prior to the learner sitting the assessment.

Below you will find guidance on how to unzip a file.

- 1) Locate the downloaded zipped pre-release file and right click on the file, then select 'Extract All...'



- 2) Browse to find a location you would like to save your extracted files and click extract.



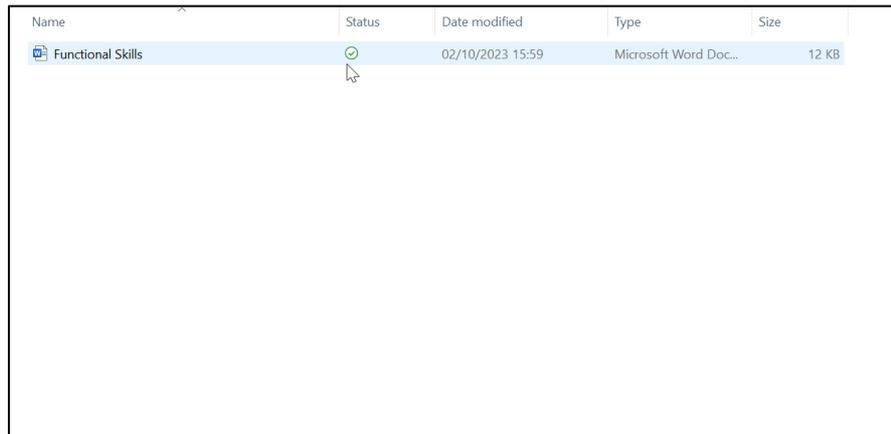
Ziping files: Windows 10 and Windows 8.1 guidance

Our Digital Functional Skills assessments may direct your learners to zip their files prior to uploading them within the assessment platform. This is important because it ensures our examiners have access to all learners work for marking.

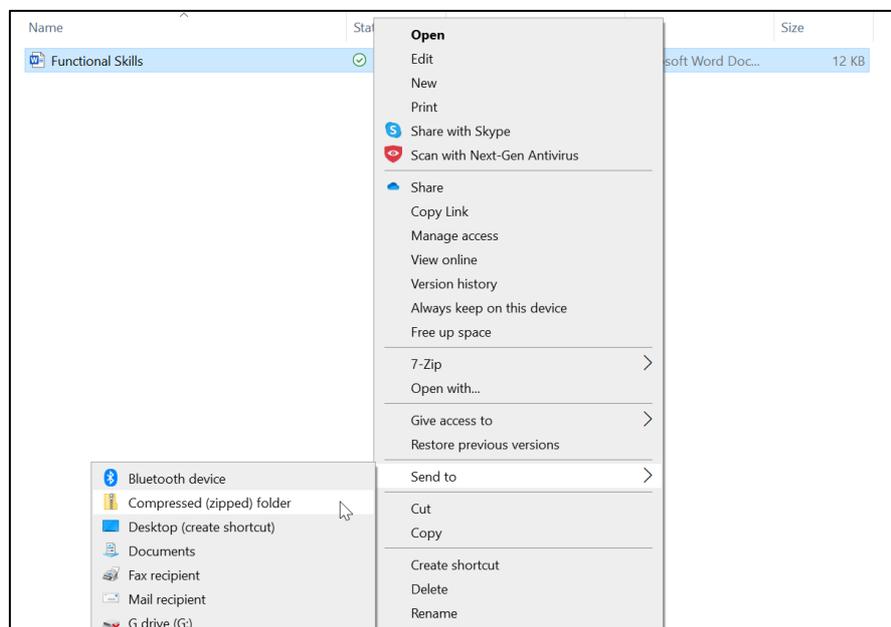
Centres must ensure that their learners are confident and competent in zipping files prior to sitting the assessments.

Below you will find guidance on how to zip files.

- 1) Locate the file or folder that you want to zip.



- 2) Press and hold (or right-click) the file or folder and select (or point to) 'Send to', and then select 'Compressed (zipped) folder'.



3) Upload zipped folder into the assessment platform.

EVIDENCE
Save the folder containing the document into a .zip folder and upload it using the button below.

Click to upload the .zip folder

Choose .zip folder

You can find further support in our 'demo functionality tool' under 'online sample assessments' on our website [here](#).