

e-volve

**Quick reference
guide**

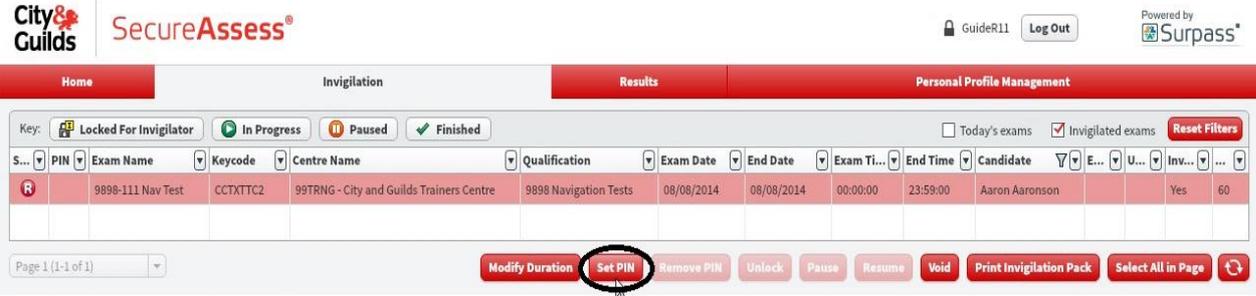
September 2016

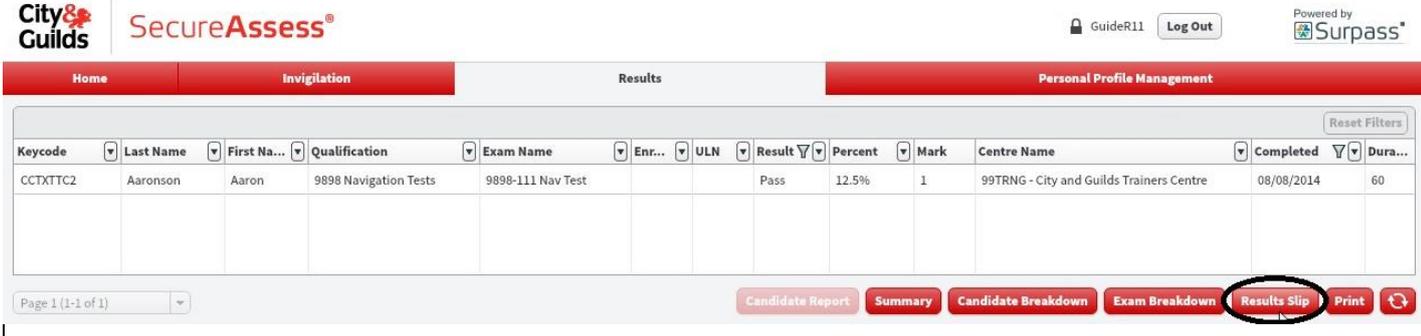
Contents

Exam Process	2
Invigilation Pack	4
Printing Invigilation Packs – Using Wizard	5
Exam Delivery	7
Test Results	8
Offline testing	9
FAQ	10

Exam Process

A step by step guide to running an e–volve exam

Steps	Actions																														
1.	<p>Book exam via Walled Garden</p> <p>Go to www.walled-garden.com to book your exams. Standard e-volve exams can be booked up to 6 months in advance and can be taken 10 days before the test date and up to 30 days after.</p> <p>End-Point Assessment knowledge tests have different restrictions. Please refer to Step 7</p>																														
2.	<p>Set Pin on exam in e-volve website – The pin will be system set with 4 alphanumeric digits.</p> <p>Go to https://evolve.cityandguilds.com , access the Invigilation page and set a pin on the candidates exam</p>  <p>The screenshot shows the 'Invigilation' page with a table of exams. The 'Set PIN' button is circled in red.</p> <table border="1"> <thead> <tr> <th>S...</th> <th>PIN</th> <th>Exam Name</th> <th>Keycode</th> <th>Centre Name</th> <th>Qualification</th> <th>Exam Date</th> <th>End Date</th> <th>Exam Ti...</th> <th>End Time</th> <th>Candidate</th> <th>E...</th> <th>U...</th> <th>Inv...</th> <th>...</th> </tr> </thead> <tbody> <tr> <td>R</td> <td></td> <td>9898-111 Nav Test</td> <td>CCTXTC2</td> <td>99TRNG - City and Guilds Trainers Centre</td> <td>9898 Navigation Tests</td> <td>08/08/2014</td> <td>08/08/2014</td> <td>00:00:00</td> <td>23:59:00</td> <td>Aaron Aaronson</td> <td></td> <td></td> <td>Yes</td> <td>60</td> </tr> </tbody> </table>	S...	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam Ti...	End Time	Candidate	E...	U...	Inv...	...	R		9898-111 Nav Test	CCTXTC2	99TRNG - City and Guilds Trainers Centre	9898 Navigation Tests	08/08/2014	08/08/2014	00:00:00	23:59:00	Aaron Aaronson			Yes	60
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3.	<p>Print Invigilation pack – You can now use the drop down arrows to filter exams</p> <p>On the Invigilation page print the Invigilation pack for exam sessions</p>  <p>The screenshot shows the 'Invigilation' page with a table of exams. The 'Print Invigilation Pack' button is circled in red.</p> <table border="1"> <thead> <tr> <th>S...</th> <th>PIN</th> <th>Exam Name</th> <th>Keycode</th> <th>Centre Name</th> <th>Qualification</th> <th>Exam Date</th> <th>End Date</th> <th>Exam T...</th> <th>End Time</th> <th>Candidate</th> <th>E...</th> <th>U...</th> <th>Inv...</th> <th>...</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>3v5k</td> <td>9898-111 Nav Test</td> <td>CCTXTC2</td> <td>99TRNG - City and Guilds Trainers Centre</td> <td>9898 Navigation Tests</td> <td>08/08/2014</td> <td>08/08/2014</td> <td>00:00:00</td> <td>23:59:00</td> <td>Aaron Aaronson</td> <td></td> <td></td> <td>Yes</td> <td>60</td> </tr> </tbody> </table>	S...	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam T...	End Time	Candidate	E...	U...	Inv...	...	R	3v5k	9898-111 Nav Test	CCTXTC2	99TRNG - City and Guilds Trainers Centre	9898 Navigation Tests	08/08/2014	08/08/2014	00:00:00	23:59:00	Aaron Aaronson			Yes	60
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4	<p>Open Secure Client</p>  <p>Open the Secure Client, testing software, on the machine</p>																														

<p>5.</p>	<p>Candidate sits exam</p> <p>Give candidate their Keycode to access the test – They can set their screen and text colour of their choice via the preferences button</p> 
<p>6.</p>	<p>Print Score report / Result Slip</p> <p>Once the exam has been completed, access the results page within SecureAssess and print or save the candidates score report. Select the Result Slip button and this will generate the Score Report.</p> 
<p>7.</p>	<p>End-Point Assessment knowledge tests</p> <p>An end-point assessment reservation/booking request must be placed on the Walled Garden before an apprentice can sit any e-volve assessment.</p> <p>Each apprentice must satisfy the relevant gateway requirements prior to taking the e-volve assessment. Please refer to the Apprenticeship funding and performance management rules section on End-point assessments.</p> <p>The e-volve assessment (including resits) must be scheduled on the Walled Garden at least five days prior to the assessment date and can then be sat on the schedule date or up to 30 days after that.</p>

Once an exam has been completed it cannot be sat again using the same keycode; this may result in the exam being cancelled. You must book another exam.

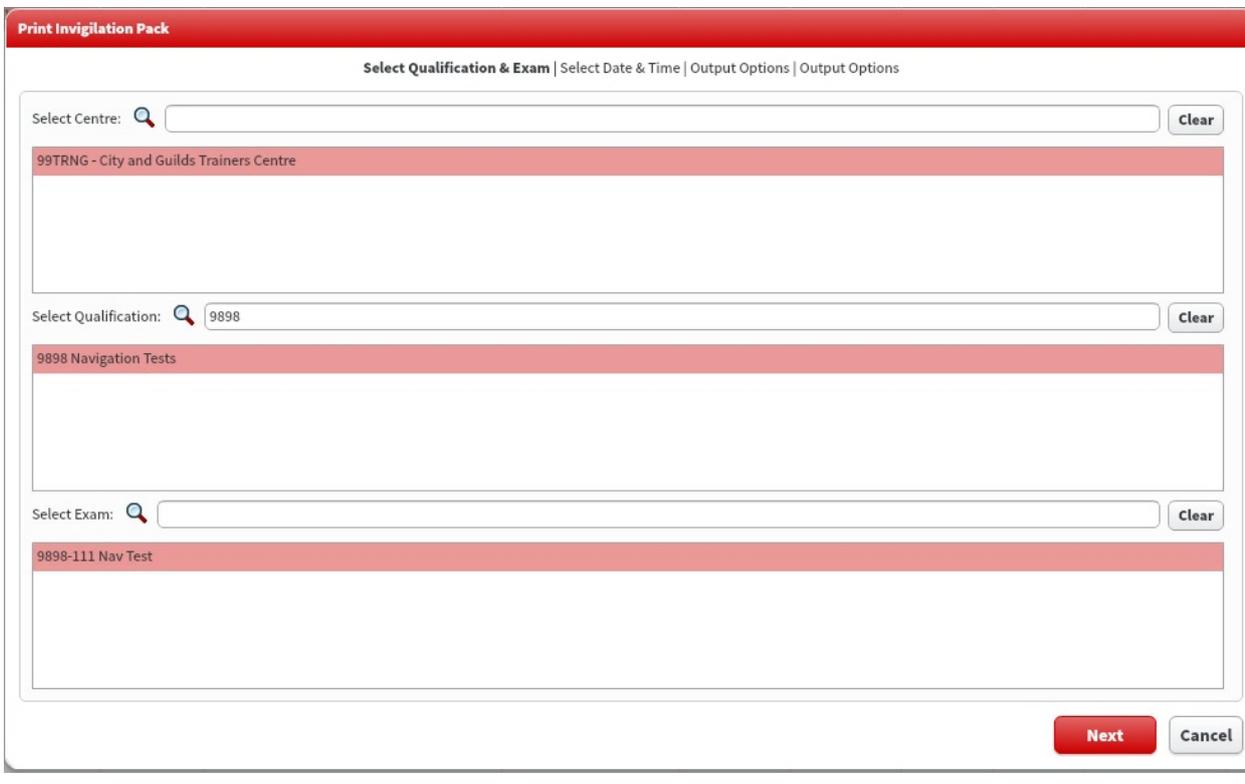
Invigilation Pack

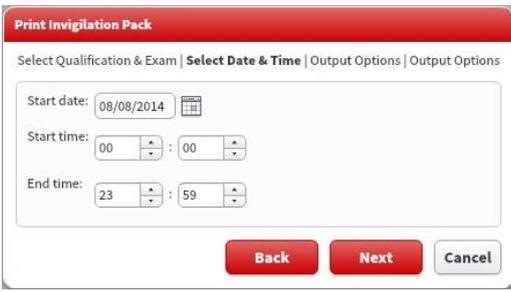
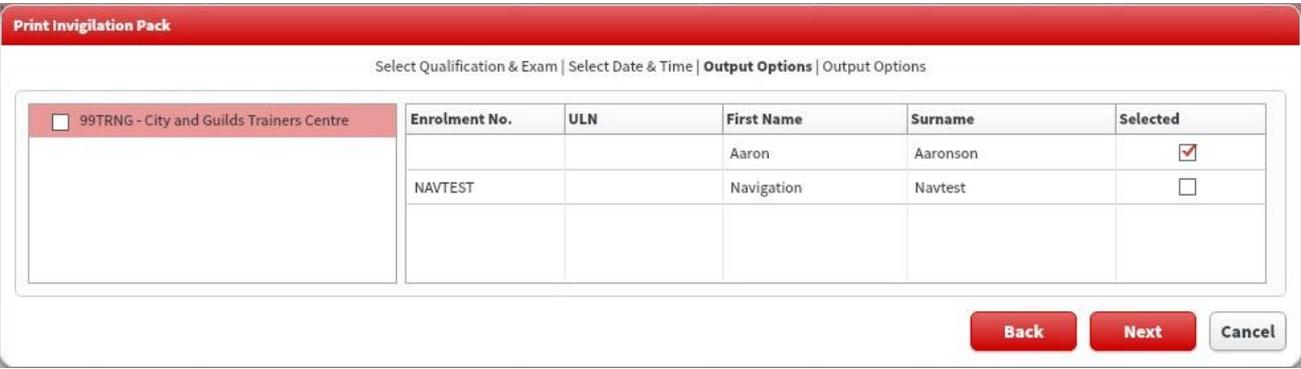
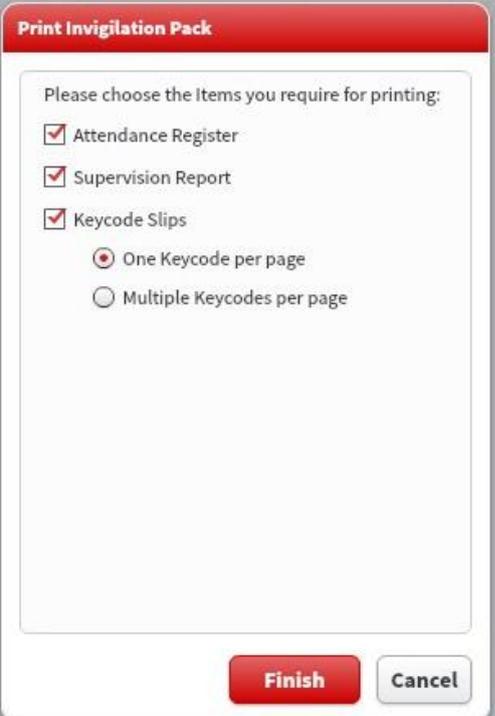
The Invigilation Pack option allows Invigilators to print out various forms, containing learner and exam information.

To print an Invigilation Pack, follow the procedure below.

Steps	Actions
<p>1.</p>	<p>Printing Invigilation Packs – Selcting Exams</p> <p>Access SecureAssess: https://evolve.cityandguilds.com/secureasses/</p> <p>The following can then be saved or printed when on the Invigilation screen</p> <ul style="list-style-type: none"> • Attendance Register To confirm and record the attendance of candidates • Supervision Report To be completed and submitted to City & Guilds in the event of any disruption to the exam i.e. fire alarm, power failure, etc. • Exam Keycode To be given to the candidate
<p>2.</p>	<p>Select Exams Required and click “Print Invigilation Pack”</p>  <p>The screenshot shows the 'Invigilation' tab in the SecureAssess interface. A table lists exam details including PIN, Exam Name, Keycode, Centre Name, Qualification, Exam Date, End Date, Exam Time, End Time, Candidate, and Invigilator. At the bottom of the table, there are several action buttons: 'Modify Duration', 'Set PIN', 'Remove PIN', 'Unlock', 'Pause', 'Resume', 'Void', 'Print Invigilation Pack' (circled in red), and 'Select All in Page'.</p>
<p>3. Select ‘Create Invigilation Pack using selected exams’</p>	<p>4. Select Finish</p>   <p>The first screenshot shows a dialog box titled 'Print Invigilation Pack' with two main options: 'Create Invigilation Pack using selected exams' (which is selected) and 'Create Invigilation Pack using the wizard'. A 'Cancel' button is at the bottom right.</p> <p>The second screenshot shows the same dialog box with a list of items to be printed: 'Attendance Register', 'Supervision Report', and 'Keycode Slips'. Under 'Keycode Slips', there are two radio button options: 'One Keycode per page' (selected) and 'Multiple Keycodes per page'. A 'Finish' button is highlighted at the bottom right.</p>

Printing Invigilation Packs – Using Wizard

<p>1</p>	<p>Access SecureAssess: https://evolve.cityandguilds.com/secureassess/</p> <p>The following can then be saved or printed</p> <ul style="list-style-type: none"> • Attendance Register To confirm the candidates will be sitting the exam • Supervision Report To be completed and submitted to City & Guilds if any interruptions occur i.e. fire alarm • Exam Keycode To be given to the candidate
<p>2</p>	<p>Select 'Print Invigilation Pack'</p>  <p>The screenshot shows the SecureAssess dashboard. At the top, there are navigation tabs: Home, Invigilation, Results, and Personal Profile Management. Below the tabs is a search bar and a table of exams. The table has columns for PIN, Exam Name, Keycode, Centre Name, Qualification, Exam Date, End Date, Exam T..., End Time, Candidate, E..., U..., Inv..., and a final column with the value 60. The 'Print Invigilation Pack' button is circled in red at the bottom of the table.</p>
<p>3</p>	<p>Select Centre, Qualification and Exam</p>  <p>The screenshot shows the 'Print Invigilation Pack' wizard. It has three search sections: 'Select Centre', 'Select Qualification', and 'Select Exam'. Each section has a search input field and a 'Clear' button. Below each search input is a list of results. For 'Select Centre', the result is '99TRNG - City and Guilds Trainers Centre'. For 'Select Qualification', the result is '9898 Navigation Tests'. For 'Select Exam', the result is '9898-111 Nav Test'. At the bottom right, there are 'Next' and 'Cancel' buttons.</p>

<p>4</p>	<p>Enter start date</p> 																		
<p>5</p>	<p>Select candidates by checking the box</p>  <table border="1" data-bbox="183 817 1444 1019"> <thead> <tr> <th></th> <th>Enrolment No.</th> <th>ULN</th> <th>First Name</th> <th>Surname</th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>99TRNG - City and Guilds Trainers Centre</td> <td></td> <td>Aaron</td> <td>Aaronson</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>NAVTEST</td> <td></td> <td>Navigation</td> <td>Navtest</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Enrolment No.	ULN	First Name	Surname	Selected	<input type="checkbox"/>	99TRNG - City and Guilds Trainers Centre		Aaron	Aaronson	<input checked="" type="checkbox"/>		NAVTEST		Navigation	Navtest	<input type="checkbox"/>
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<p>6</p>	<p>Click finish</p> 																		

Exam Delivery

Steps	Starting an Exam
1.	To open the Secure Client on the testing machine select the following icon: 
2	When the candidate is ready, instruct them to enter their Keycode (to be supplied via the Invigilation pack).
3	The candidate will then confirm their details. If the exam is not in their name they need to alert the Invigilator.
4	The Candidate will then be asked to enter the PIN. This will be read out by the Invigilator.
5	The candidate will then start the exam.

Steps	Finishing an Exam
1	Once the Candidate is ready to finish the exam, they select 'Finish'.
2	The Invigilator then needs to check the exam status has updated to 'complete' on the Invigilation page within SecureAssess: https://evolve.cityandguilds.com/secureassess/

Test Results

Steps	Actions
1	After testing access the Results page within SecureAssess: https://evolve.cityandguilds.com/secureassess/
2	Select the candidate you wish to print a report for.
3	Select 'Candidate Report'.
4	You can now print or save the report, below is an example of a candidate's score report.

Results Summary:

Candidate Name	Enrolment No.	ULN	Test Date	Result
James Hincliffe			07/11/2013	Pass

Results Breakdown:

unit 1	Percentage Correct of All Marks Available
follow instructions	100.00
Total	100.00
unit 2	Percentage Correct of All Marks Available
Free typing	100.00
Total	100.00
Exam Total	100.00

- All results are provisional until displayed on Walled Garden.
- Multiple Choice tests will be processed to the Walled Garden within 48 hours of receipt.
- Functional Skills exams can take up to 20 working days to be processed to the Walled Garden from the point of receipt.
- Underpinning Knowledge Exams do not automatically upload to Walled Garden; this is done manually by the centre.

Offline testing

Steps	Downloading Exams
1	Open SecureClient: https://evolve.cityandguilds.com/secureassess/
2	Press 'Show Admin'.
3	Input your username and password.
4	Select 'Download Exams'.
5	Select the relevant candidate and exam you wish to download to your machine.
6	A PIN will be automatically generated
7	Select 'Download Exams'
8	Press 'Close Download Window'.
9	Exams should then appear with a 'Ready' Status. The exam is not available to be sat offline until it is showing as 'Ready' on the Show Admin screen

Steps	Uploading Exams
1	Open SecureClient.
2	Press 'Show Admin'.
3	Input your username and password.
4	Select completed exams.
5	Press 'Upload Exams'.
6	Confirmation is given of status of upload.

Exams need to be uploaded 30 days from the scheduled exam date.

FAQ

Q. The candidate has finished their exam but on the Invigilation page the following status is against their name: 

A. This means the exam has disconnected from the internet. Return to the candidate's machine and follow the upload procedure (page 6).

Q. The candidate has not attended their exam session, do I need to void the exam and rebook?

A. No. The exam can be sat up to 30 days after the exam test date. After this the exam will automatically void and will need to be rebooked.

Q. I invigilated an exam offline and when proceeding to upload the exam was not present on the screen

A. All exams which have been completed offline will automatically upload once you open Secure Client when connected to the internet. Check the e-volve website to check the result is present.

Q. Where can I find 'step by step' guides and more FAQs for e-volve?

A. Access the following website: <http://www.cityandguilds.com/evolve>