

# City & Guilds Getting the best from Open Assess

Katherine Reid & Alicja Twarowska



This webinar is being recorded and will be available on the Resource Hub shortly

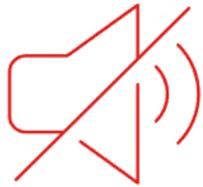


# Housekeeping



## **This session is being recorded**

The session is being recorded, which will be made available on our [Resource Hub webpage](#).



## **Everyone is on mute**

Everyone is on mute.



## **Slides**

The slides will be available on the [Resource Hub webpage](#).



## **Questions**

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.

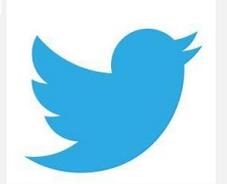


## **If the session cuts off**

Please try logging out and back in again using the original webinar link to gain access back into the session.

To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed.

# Meet the team...



**Alicja Twarowska**

Technical Advisor

Providing guidance and support across Maths, English, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



**Katherine Reid**

Lead Technical Advisor

Providing guidance and support across Maths, English, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



**Amanda Kelly**

Industry Manager

Managing City & Guilds' portfolio of qualifications, products and services for Maths, English, Employability and ESOL



**Hilary Gwilliam**

Senior Category Manager

Responsible for the City & Guilds' Skills for Work and Life offer for England, the Nations and Internationally"

# Welcome to this session

## We'll be focusing on...

- What is Open Assess?
- Where to get information on how to use Open Assess
- Using Open Assess effectively
- Familiarisation tests
- Different ways to use the sample practice tests
- Candidate review



# But first a quick poll

We would like to know...

Are you currently using Open Assess?

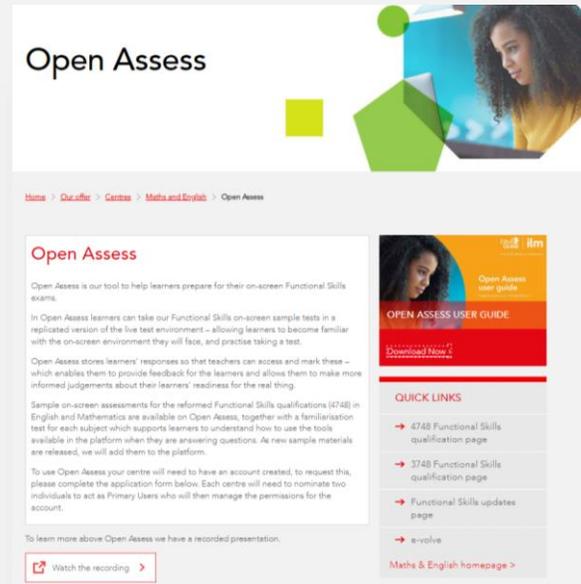


# User guide

Open Assess is our tool to help learners prepare for their on-screen Functional Skills exams.

In Open Assess learners can take our Functional Skills on-screen sample tests in a replicated version of the live test environment – allowing learners to become familiar with the on-screen environment they will face, and practise taking a test.

[Open Assess webpage](#)  
and [user guide](#)



[Digital Solutions Managers available to support](#)

You can contact our Digital solutions team [digitalsupport@cityandguilds.com](mailto:digitalsupport@cityandguilds.com)

# How to use Open Assess

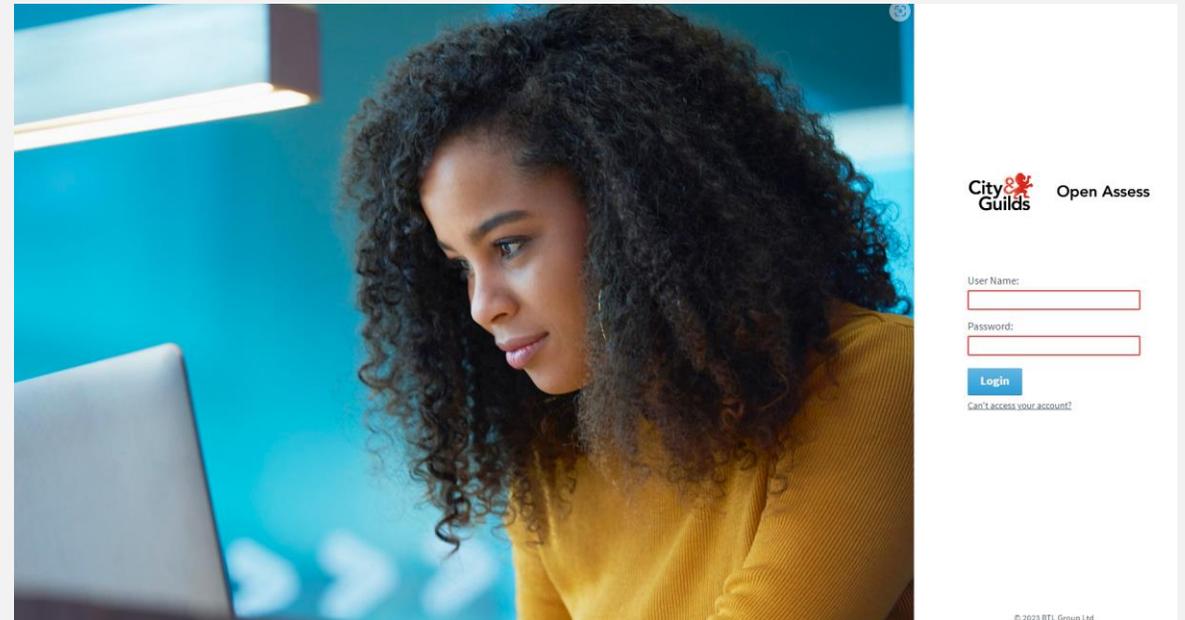
Apply for an account via the website

[Open Assess - Maths & English | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

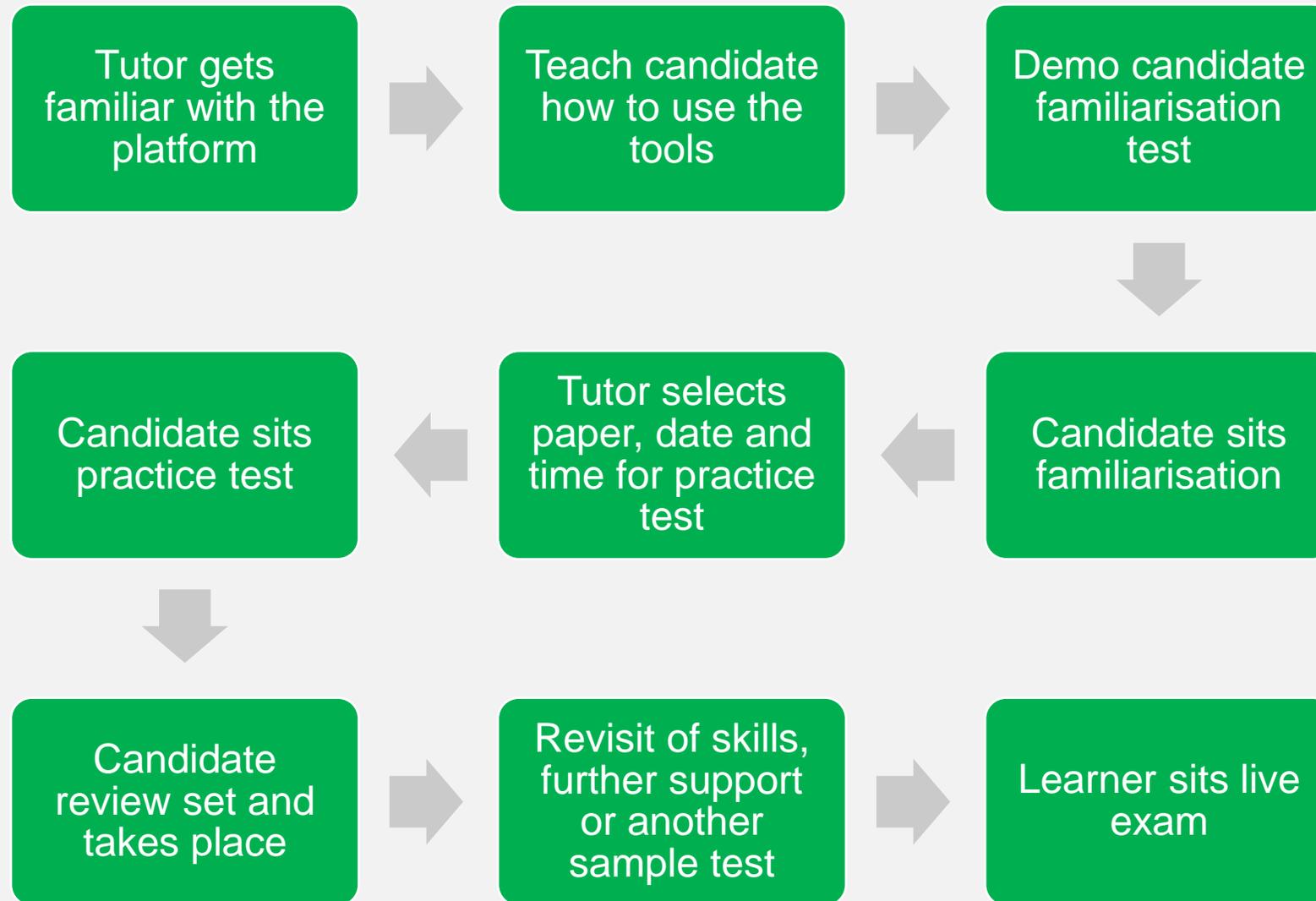
**Primary Users:** create new primary users, tutor accounts and register candidates, schedule tests, mark scripts and schedule reviews

**Tutor account:** register candidates, schedule tests, mark scripts and schedule reviews

[City & Guilds Open Assess](https://www.cityandguilds.com)



# Using Open Asses effectively



# Accessing the sample tests

City & Guilds Home Test Administration Setup KatherineC

Schedule Invigilate Mark Results Candidate Review Bulk Schedule Standard Legacy

Attendance Register

Centre Name: Guide Centre  
 Centre Code: 99OAG  
 Selected Date: 03/05/2023  
 Selected Start Time: 00:00  
 Selected End Time: 23:59  
 Subject: Functional Skills Writing Level 1 Sample  
 Test: Writing Level 1 Sample  
 Language: English

Name	Candidate ref.	DOB	Gender	Duration	Keycode
COOP, Kat	Kat2Coop	01/01/2000	F	80	8FNX86KL

Declaration:  
 I confirm that the information provided is accurate.  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position in centre: \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 of 1

Invigilation Report

Centre Name: Guide Centre  
 Centre Code: 99OAG  
 Subject: Functional Skills Maths Level 1 Sample  
 Test: Maths Level 1 Sample  
 Selected Date: 03/05/2023  
 Selected Start Time: 11:29  
 Selected End Time: 23:59  
 Language: en

The test session started at ..... and finished at .....

The test was carried out in accordance with the regulatory requireme disturbances.

OR

The test was carried out in accordance with the regulatory requireme disturbances occurred.  
 (Please delete as applicable)

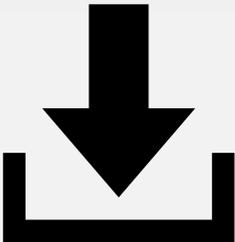
Details of any disturbances  
 (If the report is long, a separately-signed sheet may be attached to th

Declaration:  
 I confirm that the information provided is accurate.  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position in centre: \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 of 1

Test Keycode

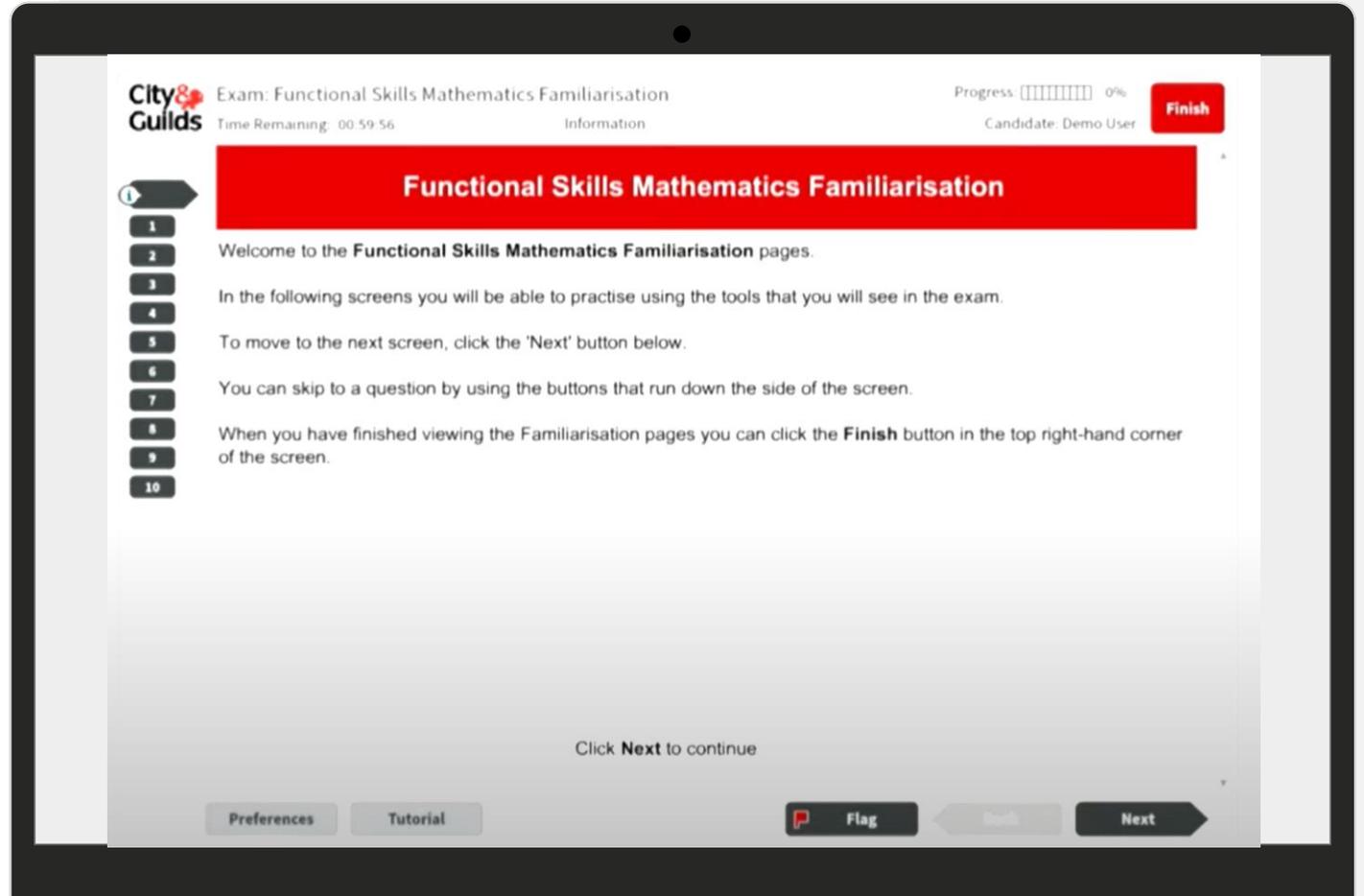
REID  
 Last Name: Katherine  
 First Name: 22/06/1971  
 Date of birth: KatR1  
 Candidate Ref.: Guide Centre  
 Centre Name: 99OAG  
 Centre Code: Functional Skills Maths Level 1 Sample  
 Subject: Maths Level 1 Sample  
 Test: 03/05/2023  
 Date: 11:29  
 Start Time: 23:59  
 End Time: 105  
 Test Duration: English  
 Language: 338WD&KL  
 Keycode:



# Familiarisation test

Allows tutors and candidates to get acquainted with the platform before taking an actual assessment.

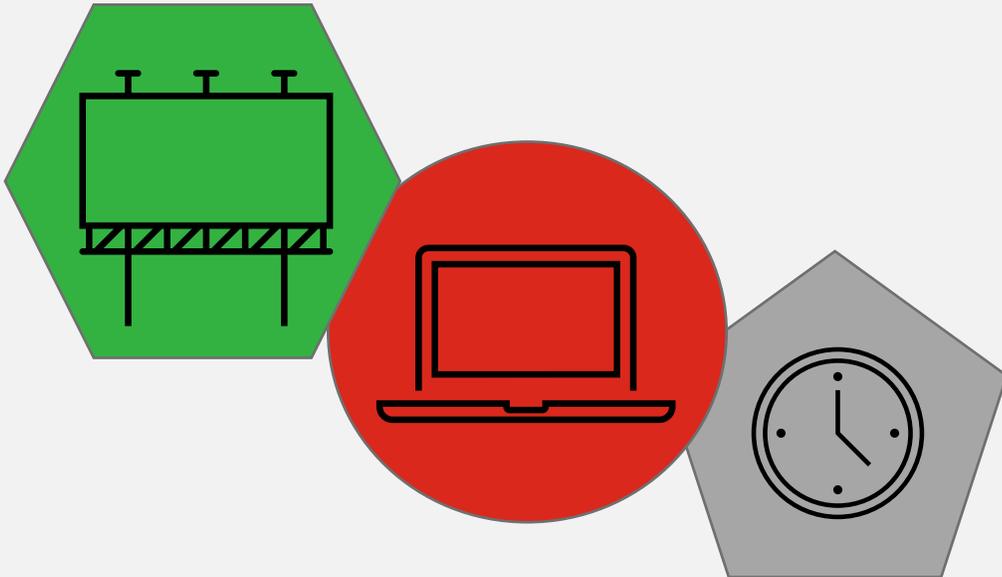
- Mimics the actual assessment
- Enables to get familiar with the layout, features and question types
- Gives an idea on time limits
- Includes guidance on how to navigate the platform
- Boosts learners' confidence and assessment results



# Utilising the sample tests

You can use the sample tests in a variety of ways:

- Use in a classroom setting
- Modify the duration of the paper
- Set test to be done in learner's own time
- Set as a timed test



The image displays three overlapping screenshots of the 'Maths Level 1 Sample' test interface. The top screenshot shows the 'Section 1 - Non-calculator' start screen, indicating 15 marks and a 00:24:52 time limit. The middle screenshot shows 'Question 13 (2 marks)' about a fair spinner, with a probability question and a diagram of a spinner. The bottom screenshot shows 'Question 8 (1 mark)' with the equation  $-6 + 4 =$  and four input fields labeled a, b, c, and d.

# Marking

Use the mark schemes from the Functional Skills (4748) webpage.

Additional features include ticks and crosses, highlighter or sticky notes for more detailed feedback.

The screenshot shows a marking interface for a writing task. At the top, there is a blue header bar with the text "Mark Script | TEST NAME: Writing Level 1 Sample | Test form: 23.06.21" and a "Close" button. Below the header, there are dropdown menus for "Section: Section (2 to mark)" and "Question: 1\* (unassigned changes) (to mark)". To the right of these are buttons for "Next to Mark" and "Escalate", and a "Progress: 0%" indicator with a "Submit Script" button. Below the header, there are buttons for "View Mark Scheme", "View Marking History", "Marker Comments", and "Replay". A red banner at the top of the question area says "There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them." The question is titled "Question 1" and is worth "(27 marks)". The task is to write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society. Below the task, there are instructions to include the following points in the report:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

A "Suggested word count 200-250 words." is also provided. On the right side, there is a "Learning Outcomes" panel with a table showing marks for different categories:

Learning Outcome	Mark	Total
Composition	5	15
Grammar	2	4
Punctuation	3	4
Spelling	4	4

The current mark is "Mark: 14/27" and there is an "Assign Mark" button. Below the text area, there is a toolbar with various icons for editing and marking. The text area contains several paragraphs of text, some of which are highlighted in red. There are also yellow checkmarks and red crosses in the text area, indicating feedback. At the bottom, there are buttons for "Symbols", "Fixed Comments", "General Comments", and "Hide Annotations".

# Mark schemes

**Test: Writing Level 1 Sample** Candidate: COOP

**1** Functional Skills Writing Sample Test

**2**

**3**

**General information:**

- The duration of this exam is **1 hour 20 minutes**.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.
- The timing for some samples have been extended to allow learners to use the samples as a learning resource.

**General instructions:**

- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted

**You will be assessed on:**

- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

To see examples of the test, click on the 'Examples' button.

To start the exam, click on the 'Start' button.

Question 1 Section: Section Total Test Time Remaining: 01:19:53 Progress: 0% Finish

**Test: Writing Level 1 Sample** Candidate: COOP Kat

**1** Question 1 (27 marks)

**2**

**Your task:** write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society.

In your report you may wish to include the following points:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

**Suggested word count 200-250 words.**

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Clear All.

This page requires scrolling

Back Next

## Functional Skills Level 1 English Writing

### Sample paper 1 Provisional marking scheme

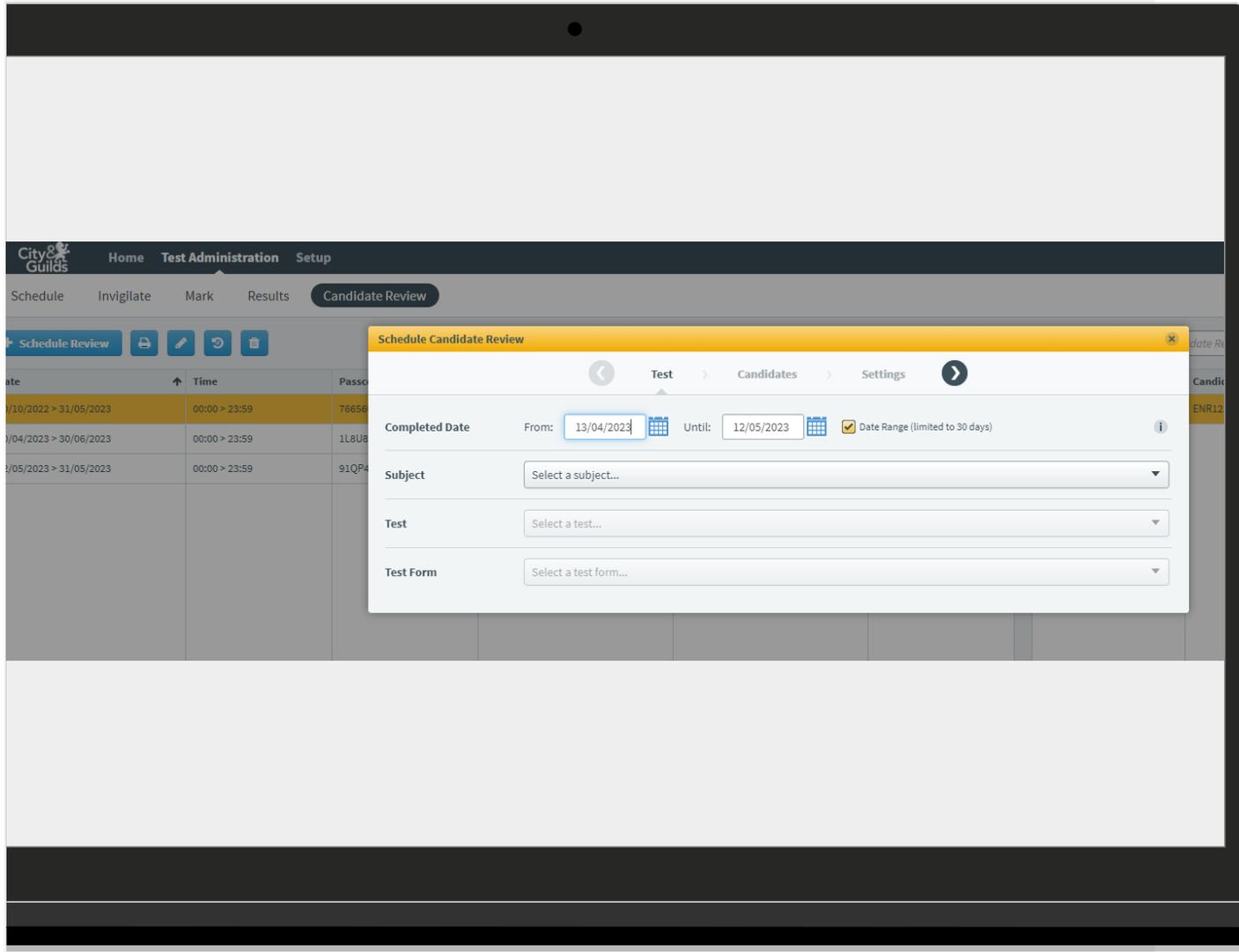


www.cityandguilds.com  
August 2019 version 0.1

Mark schemes are available on the [4748-qualification webpage](#)

Internal standardisation and using the worked samples can ensure you are allocating marks consistently and effectively.

You can attend one of the in person Connect.Share.Networks [events](#) to support you further.



## Candidate review

Once marking is complete, tutors can schedule a candidate review to share their feedback:

- individually
- for groups

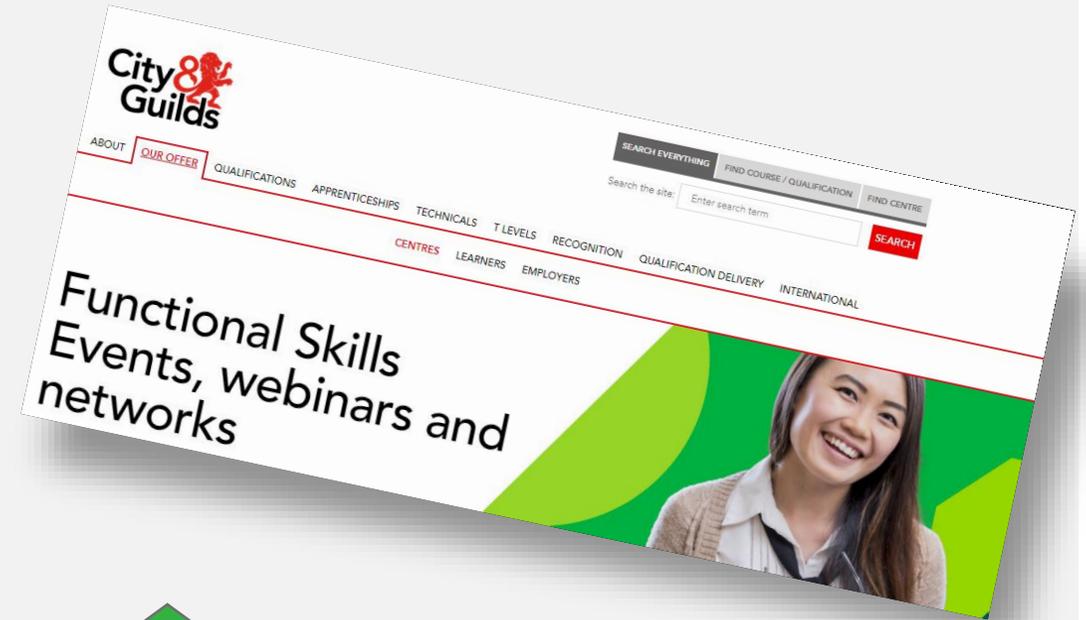
# Support available

## Join us for our face to face Functional Skills Connect-Share-Networks

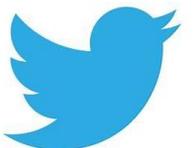
- 6th June 2023 London
- 5<sup>th</sup> July 2023 Colchester

We also offer

- Monthly online Virtual Link-ups
- New to use sessions



**Coming  
soon...  
ESOL  
events**



[Events and Webinars - Maths and English | City & Guilds](#)

# Questions and answers

You can send any questions you may have to...

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)



Q&A



## Email contacts

For general queries including, e-voice and RI issues contact:

[customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)

For maths and English queries contact:

[pre-employment@cityandguilds.com](mailto:pre-employment@cityandguilds.com)

For evolve support contact:

[evolvesupport@cityandguilds.com](mailto:evolvesupport@cityandguilds.com)

# Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

We will be holding our next webinar on Digital Resources on Thursday 8 June 2023 at 3pm.

[Register here](#)

### About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

### About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

**To learn more about City & Guilds Maths, English and Functional Skills, please contact**

**centresupport@cityandguilds.com**

**[@CGMathsEnglish](#)**

**Alternatively, visit our dedicated webpages**

**[cityandguilds.com/functionalskills](https://cityandguilds.com/functionalskills)  
[cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish)**

### **City and Guilds Group**

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**5–6 Giltspur Street**

**London EC1A 9DE**

