

## Booking and taking a test in OpenAssess

As soon as a learner's registration is complete and they have their log in details they can book a Functional Skills sample test via: <https://openassess.cityandguilds.com/openassess/>

**1** Select the subject

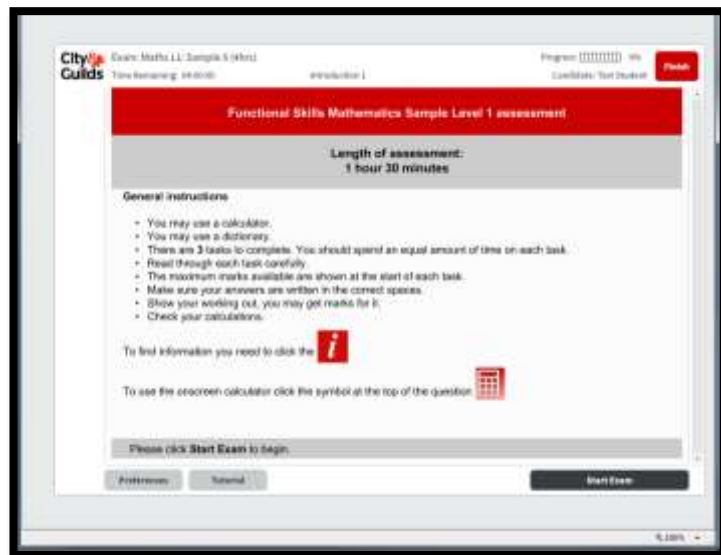
**2** Select the test

**3** Click on "Create test"

**4** Take test or log out to take later

## Taking a test

- 1 Either Select 'Take Test' to open the test in a new window, ready for the candidate to click 'Start Exam'



- 2 Or select View tests in progress



- 3 Hover over the Actions wheel and select Resume test to open the test in a new window as above

