

Marking a test

You will need to download a copy of the relevant mark scheme for the test that is being marked from the Documents tab of the Qualification Pages:

- [3748 – Legacy Functional Skills qualification page](#)
- [4748 – Reformed Functional Skills Qualification Page](#)

Log in to the OpenAssess admin site in Internet Explorer:

<https://openassess.cityandguilds.com/openassessadmin/>

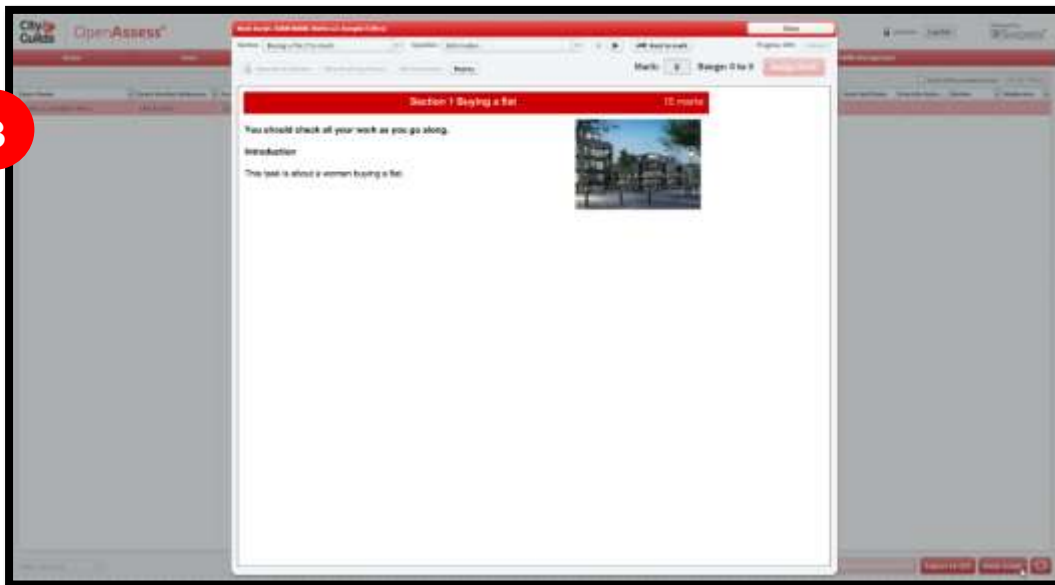
Navigate to the marking tab, a list of submitted tests for your centre are available here.



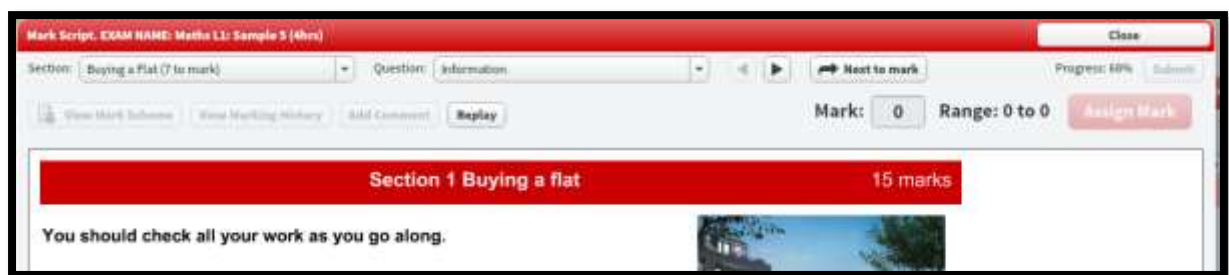
Select the one you want to mark by clicking on the name to highlight the row. Double click or select Mark Script to open it.

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3

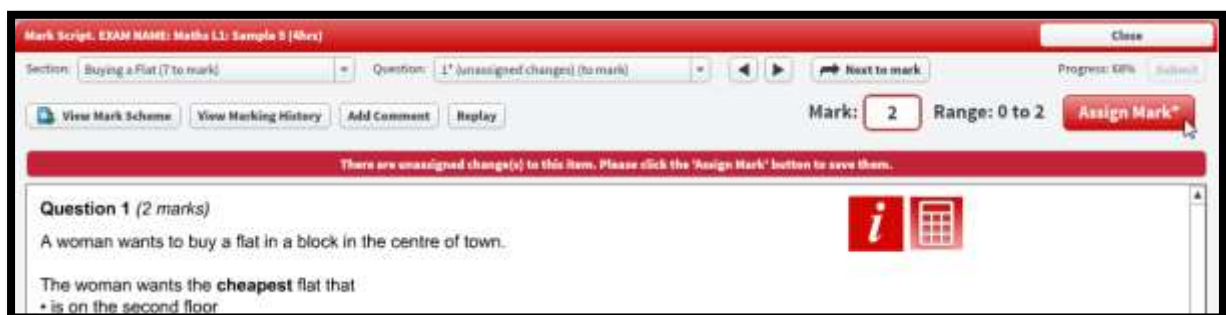


Select Next to mark to move on to the first question



4

Enter a mark and then select Assign Mark to move it on to the next question. You will notice the progress % going up as you move through the questions



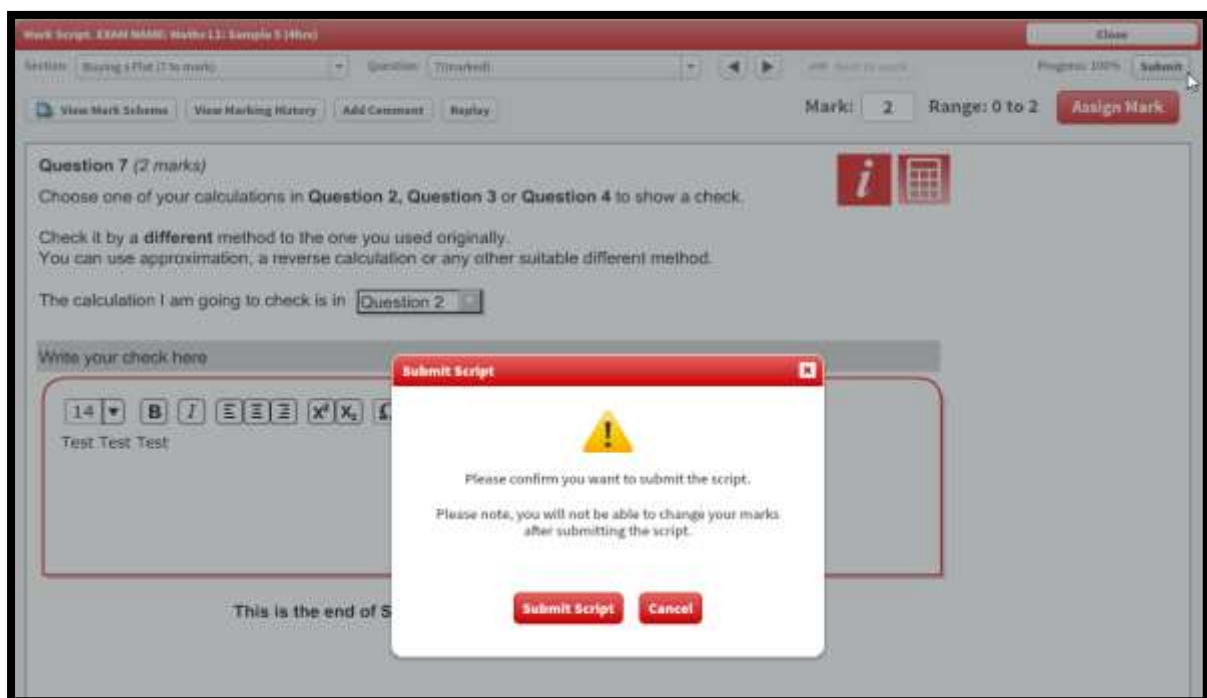
5

The tools can be used to annotate the tutor's copy of the candidate response – PLEASE NOTE these annotations do not appear on the candidate's own version of the test



6

Once your progress through marking the test is at 100%, you will be able select the submit button and will be asked to confirm



7

This will move the exam from the marking tab to the results tab where the score and result can be viewed. The result will also be visible to the learner on the main OpenAssess site where learners log in to do their tests



The screenshot shows the OpenAssess interface with the 'Results' tab selected. The table displays the following data:

| Keycode | Last name | First n... | Qualification | Exam Name | Enrolment no. | Result | Percent | Mark | Centre Name | Completed | Duration |
|----------|-----------|------------|-------------------------|--------------------------|---------------|--------|---------|------|---------------------|------------|----------|
| SELURV02 | Student | Test | PS Maths Level 1 SAMPLE | Maths LL Sample 5 (4hrs) | TestStudent | Fail | 91% | 14 | 123456 Pilot Centre | 23/05/2017 | 240 |