

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:

- <u>3748 Legacy Functional Skills qualification page</u>
- 4748 Reformed Functional Skills Qualification Page

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Log in to the OpenAssess admin site in Internet Explorer: <u>https://openassess.cityandguilds.com/openassessadmin/</u>

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

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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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Select Next to mark to move on to the first question

Mark Script, EXAM NAME: Maths L1: Sample 5 (4h	n l						Clase
Section: Buying a Flat (7 to mark)	Question Into	mation	•	4	🔿 Next to mark		Progress: 60% Editoriti
$\left\lfloor \frac{1}{2} \right\rfloor$. These third for heavier $\left\lfloor 1 \right\rfloor$, these blacking which	y Add Comment	aplay			Mark: 0	Range: 0 to 0	AssignMark
	Section 1	Buying a flat			15 ma	rks	
You should check all your work	as you go along.			and the second		1	

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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

Hark Script, EXAM NAME: Matha L1: Samp	ple 3 (4hrs)				Close
Section Buying a Flat (7 to mark)	· Question:	1* (manigned changes) (to mark)	• •	Root to mark	Progress: KPM Submit
View Mark Schame View Mark	ing History Add Common	Replay		Mark: 2 Range: 0 to	2 Assign Mark*
	There are unated	igned change(s) to this item. Plaase of	ck the 'Assign Harl	" betten to see them.	
Question 1 (2 marks)				; 📾	*
A woman wants to buy a flat	in a block in the centre	e of town.			
The woman wants the cheap • is on the second floor	pest flat that				

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

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🔉 View Mark thome 🗍 View Marking History 🗍 Add Comment 🗍 🕯	teplay 1/ 11	he marks should be entered in the mar	ked metadata pop-uj
There are unassigned	change(s) to this item. Please click the "Assign Mark" button to save		
		Learning Outcomes	
Question 1	Multitud Message Elle Edit Wew Unsert Figmat Ipols Table Quickword	Clear/ coherent	2 /2
You are ho ling a fundraising event and would like to use the loc community centre. There is normally a	⊡gend i + 12 12/ -3 † 4 (♥ 18) 11 Options	Famil	1/1
charge to b ok the community centre but you would	Ta booking greenley@gov.uk	Grammar	4 /4
like the cou cil to allow you to use this free of charge.	LD Cr	Language	3 /3
Your task: to write an email to the council	Subact: Fundraising Event	Lope	1 /3
describing your event and asking for free use of your	- V B I U E E E X x2 0 C	Punctuation	3 /4
local centre	Hi David, I am holding a fundraising event on 27th Marho	Relevant detail	3)/2
The email a dress to write to is David Stone at:	money to build a new Play Area in the park. I would like t jumble sale and think your community centre would make	Spelling	3 /3
booking.gre nley@gov.uk	venue as it would provide the space i will need, would pro- put the jumble on and would give me some wall space to	Structure	2 /2
Expand on lese points:	plans for the play area and what we're trying to achieve. encourage fundraising. I'd also like to sell tea, coffee and cakes so the use of your kitchen facilities would also be a	Mark: 22/25	Assign Mark

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

work Script. EXAM MANY, Marine 13: Lample 5 (Hire)					Elose
Section (Buying Lifter (7 to mark) +) Greet	en (maded)		and date to make		Submit
View Mark Scheme View Marking Hatery Add Comm	unt Rigflay		Marki 2	Range: 0 to 2	Assign Mark
Question 7 (2 marks)			i	1	
Choose one of your calculations in Question 2	Question 3 or Question 4	to show a check.			
Check it by a different method to the one you u	sed originally.	and the second second			
You can use approximation, a reverse calculation		reni melhod.			
The calculation I am going to check is in Ques	tion 2				
Write your check here					
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14 • B I EEE X ⁴ X ₂ C Test Test	1				
() (c), (c),	Please confirm you wan	t to submit the script			
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This is the end of S	Submit Script	Cancel			

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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

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