Our new on-screen practice test tool for Functional Skills

An introduction to
e-volve OpenAssess

May 2019

City&Guilds
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OpenAssess

- OpenAssess is our new, free, on-screen practice test tool for Functional Skills assessments
    - It's an open version of SecureAssess (e-volve) – our secure on-screen assessment platform
- In OpenAssess your Functional Skills learners can do our on-screen Level 1 and Level 2 mathematics and English sample tests as if they were doing a real live test
- Teachers (or tutors as are referred to in the OA system) can then access and mark their learners' answers, giving feedback and assessing their readiness for the real test
- OpenAssess is an online service with no need for booking, scheduling or candidate keycodes
- A number of samples at each subject and level for 3748 – The legacy Functional Skills are available at launch
- Samples of the reformed Functional Skills exams will be made available from September 2019

Benefits for centres

• Teachers can take the Functional Skills practice assessments and see what their learners see

• Teachers can create exemplar tests to go through with their learners

• Teachers can access, mark, comment and feedback on tests taken by their learners and review their results

• Helps teachers gauge when learners are test ready and supports exam success.

• Teachers can set practice exams as homework if learners have access to computers at home

• Cohort analysis useful for IQA and standardisation

• Flexible administration with centres in control

Benefits for learners

• Opportunity to do real mock tests and get used to the on-screen assessment interface

• Great preparation for the live on-screen Functional Skills assessments

• Take them from any computer, at any time

• Get results and feedback from teachers

• Builds confidence and supports final assessment success
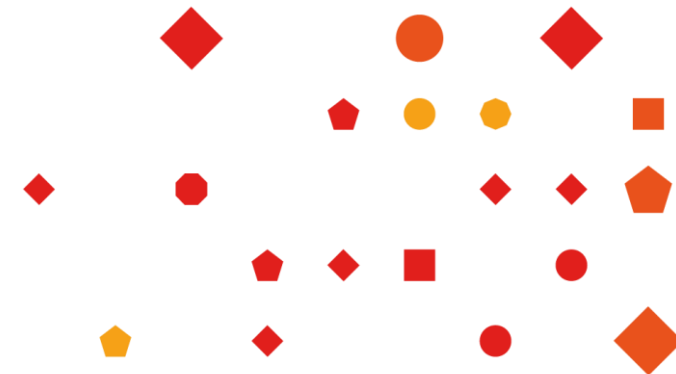
How to get access to OpenAssess

Every centre's SecureAssess Primary and Technical contacts will automatically be able to log in to the OpenAssess admin site using their SecureAssess user name and password

Once in the OpenAssess admin site, SecureAssess contacts can create new OpenAssess Primary Contact and Tutor accounts for their centre. Primary Contacts can create other centre users. This gives centres the flexibility to add and manage their own staff accounts

Please Note: OpenAssess only works in an Internet Explorer browser

There are two OpenAssess websites:
- the learner site: https://openassess.cityandguilds.com/openassess/
- the admin site: https://openassess.cityandguilds.com/openassessadmin/

The **user site** is where learners register, do their Functional Skills practice tests, see their results and feedback, when their tests have been marked

The **centre admin site** is where centre staff are registered as either Primary Contacts or Tutors and where tutors can review and mark their learners' practice tests

Learners can create their own accounts or their teachers/tutors can do it for them. The Centre's e-volve Installation ID number will be required to create learner accounts

Feedback from the pilot said the system was easy and intuitive to use but we have developed a suite of user guides and tutorials to help you get started.

OpenAssess User Profiles – what can each do?

Activity	SA Admin	Primary Contact	Tutor	Learner
Add new Primary Contacts & Tutors	☑	☑	☒	☒
Book practice tests	☑	☑	☑	☑
Mark practice tests	☑	☑	☑	☒
Candidate progress review	☑	☑	☑	☒
Take practice tests	☑	☑	☑	☑
Results review	☑	☑	☑	☑
Lost password reset	☑	☑	☑	☑
Print and export results	☑	☑	☑	☑

Learner View - Easy self-registration

Create an account

1) Enter centre details

2) Enter personal details

3) Options

4) Confirm

Learners can register themselves or their tutors can do it on their behalf. The centre Installation ID number for e-volve must be entered in order to create the account.

Learner View - Taking a Test

Create new practice tests or view one already in progress

View a summary of practice assessments

Take practice assessments – all the same functionality as the final assessment
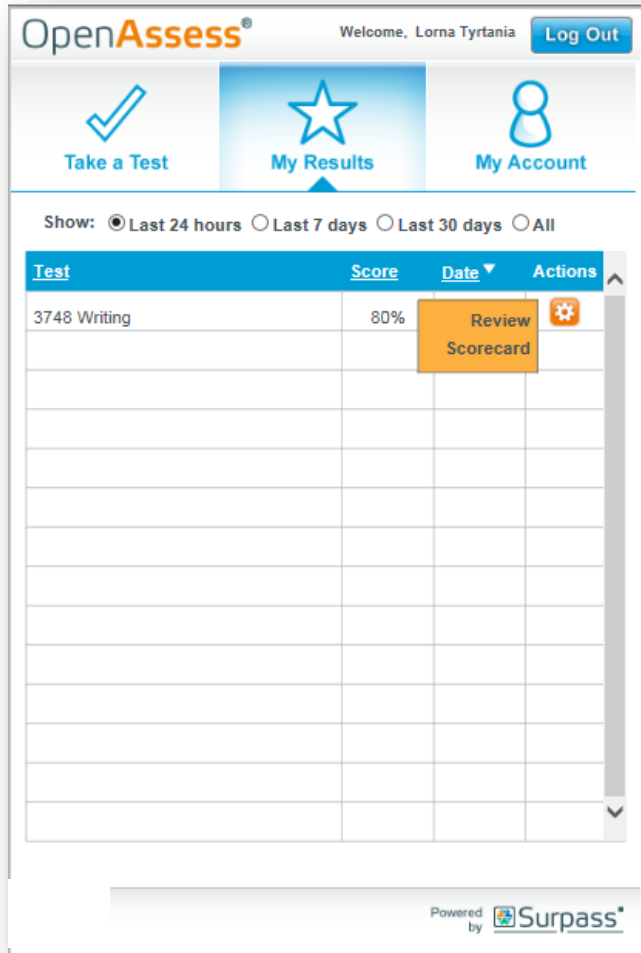
Learner View – My Results

- This is where the learner can view their results for all the practice tests they have taken.

- When a learner has taken a practice test it will appear in the My Results tab

- Once the teacher has marked the practice test (in the admin site) the % score will appear in the score column.

- Hover over the orange wheel to either select to Review the completed practice test or view the Scorecard.

Learner View - Scorecard
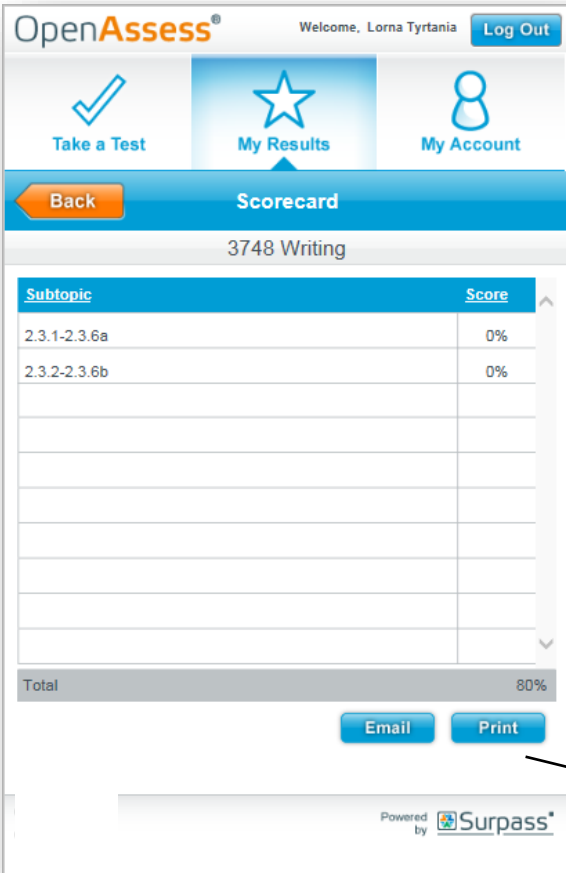
- The practice test Scorecard gives learners a breakdown of their result to review with their teacher/tutor

- This is available to print or email.

Centre Staff: How to register a Primary Contact or Tutor

1. The Administrator (Primary or Technical SecureAssess contact) logs into OpenAssess.using their SecureAssess login details.

2. Click the 'Create User' button in the Users screen.

3. Enter the mandatory user details, tab to select the FS qualifications to be made available to the user, and tab to set the role for that user i.e. Primary Contact or Tutor.

4. The User's username and password will be emailed to the email address provided in the User Details tab.

5. The user can then use these details to log in to OpenAssess. (Note: The user can then change their password within OpenAssess

What can a Tutor do?

When set up and logged in to OpenAssess, a teacher/tutor will be able to:

- Select and take practice tests
- Create exemplar tests to share and go through with learners in class
- View their learners' results and scorecards (both single and amalgamated) against a specific subject and test
- Review a learner's test result through a question by question analysis
- Print learners' test results
- Archive learners' test results

What can a Primary Contact do?

A Primary Contact will be able to do the same as a tutor i.e:

- Select and take practice tests
- Create exemplar tests
- View their learners' results and scorecards (both single and amalgamated) against a specific subject and test
- Review a learner's test result through a question by question analysis
- Print learners' test results
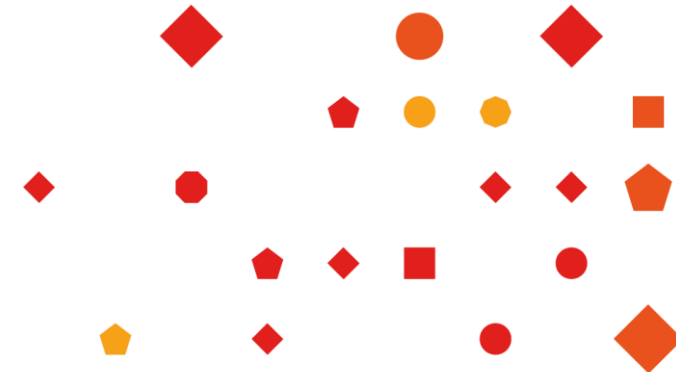- Archive learners' test results

AND

- Set up other centre staff users

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Marking a test

To mark a test tutors should log into the admin site using Internet Explorer rather than Chrome:
https://openassess.cityandguilds.com/openassessadmin/
Select the Marking tab and then select the test to be marked from the list.

Marking functionality

Download a copy of the relevant mark scheme from the FS qualification page on the website.

Highlight key words or errors

Draw boxes around key text

Leave comments

Assign Marks

Add ticks where candidates picked up marks

Please see the 'Marking a test guide in OpenAssess' for more information.

Tutor View - Centre Results tab

- **You can access your learners' tests and results for each Functional Skills Subject and Level from the Centre Results tab in the learner site.**
- Using Internet Explorer Log in to the learner site: https://openassess.cityandguilds.com/openassess/
- Go to Centre Results tab. Select subject and level.

Use results filtering options to select and create groups of learners

The Extra Time icon will flag which candidates had extra time

**New score icon will show against results in the last 48 hours**

OpenAssess® Welcome, lorna tyrtania Log Out

Take a Test | My Results | Centre Results | My Account

Subject: 3748 Functional Skills

Test: 3748 Writing

Show: ○ Last 24 hours ○ Last 7 days ○ Last 30 days ● All

☐	Learner	Date	Score	Actions
☐	edwards, granville	08.01.16	60%	⚙
☐	Hopkins, Gareth	08.01.16	52%	⚙
☐	Doshi, Darshana	13.01.16	96%	⚙
☐	Hopkins, Gareth	05.02.16	10% 🕐	⚙
☐	Tyrtania, Lorna	19.02.16	50%	⚙
☐	Doshi, Darshana	04.02.16	70%	⚙
☐	tyrtania, lorna	18.02.16	68%	⚙

✻ New Score 🕐 Extra Time | View Group Scorecard | View Archive

Powered by Surpass®

Tutor View – Review Test

• Using Internet Explorer Log in to the learner site: https://openassess.cityandguilds.com/openassess/

• Go to the Centre Results tab, select the Functional Skills subject and level and select the learner from the list shown

• Hover over the orange wheel. Selecting Review Test from the dialogue menu will open the test up in a new window.

• From here you can review each question one at a time.

• Review test is particularly useful for a teacher wishing to go over a test with a learner; questions and answers can be discussed and a learner's progress can be reviewed.

• This feature could be used in a classroom session for peer review or for 1:1 support
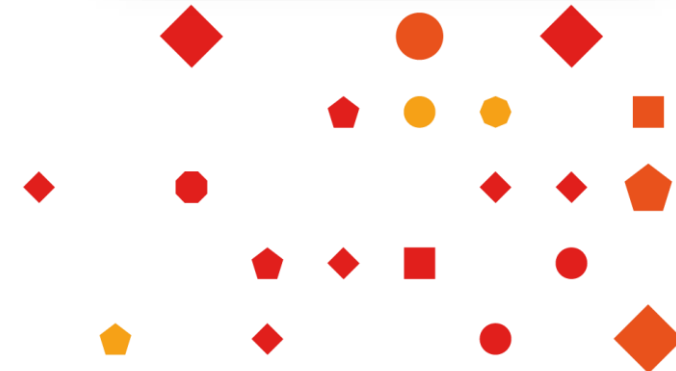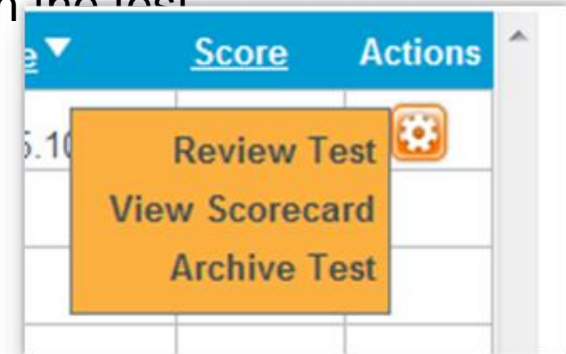
Tutor View - View Scorecard

- Using Internet Explorer Log in to: https://openassess.cityandguilds.com/openassess/
- Go to the Centre Results tab to see the list of learners who have taken tests and select learner
- Hover over the orange wheel. Select View Scorecard from the dialogue menu
- A table will appear showing the sub-topics of the sample test and the percentage score achieved in each sub-topic by the learner(s) you have selected.
- In this screen, you can choose to either print or email the scorecard.
- You can also create a Group scorecard by selecting the learners you wish to group together and clicking Group Scorecard at the bottom of the screen.

Tutor View - Archive Tests

- Centres can select this action if they wish to remove practice assessments to the archive, rather than deleting them altogether.
- This allows centres/teachers to separate old practice assessment results from newer ones once they have finished reviewing the information.
- When you select 'Archive' for a particular practice assessment, it will disappear from the current screen.
- Click the 'View Archive' button at the bottom of the screen to go to the Archive table.
- The table displays the same information as the Centre Results table.
- Here, you will be able to restore any archived tests back to the main results table
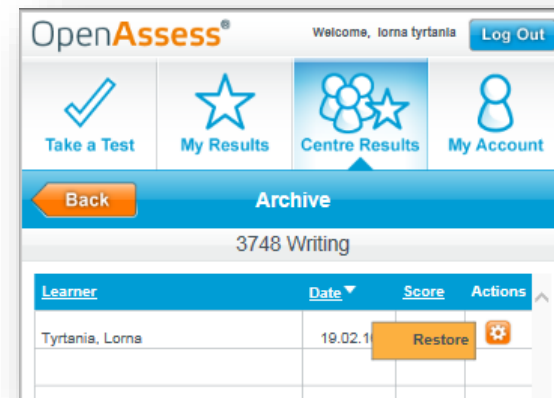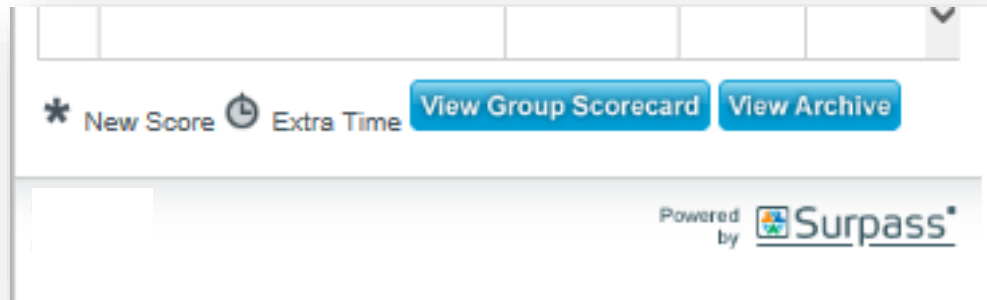
Thank you

We hope you enjoy using OpenAssess.

If you have any comments or feedback please email centresupport@cityandguilds.com

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