

Our new on-screen practice test tool for Functional Skills

An introduction to
e-volve OpenAssess

September 2019

OpenAssess

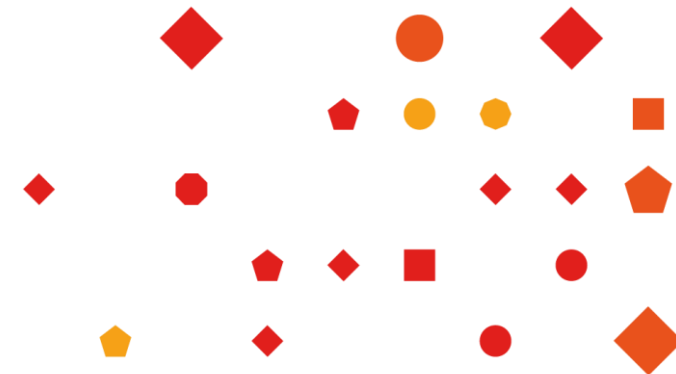
- OpenAssess is our new, free, on-screen practice test tool for Functional Skills assessments
 - It's an open version of SecureAssess (e-volve) – our secure on-screen assessment platform
- In OpenAssess your Functional Skills learners can do our on-screen Level 1 and Level 2 mathematics and English sample 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
- Samples of 4748 - reformed Functional Skills exams will be added 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 the Internet Explorer browser or Microsoft Edge where Flash is enabled

There are two OpenAssess websites:

- the user site: <https://openassess.cityandguilds.com/openassess/>
- the centre 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



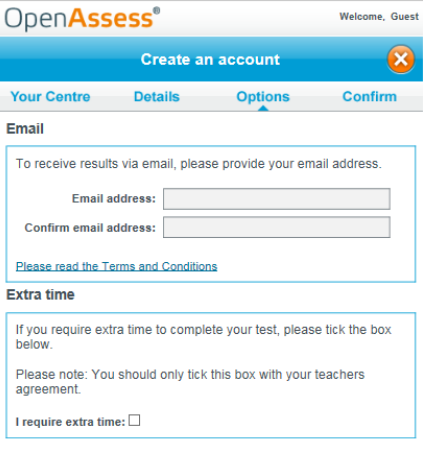
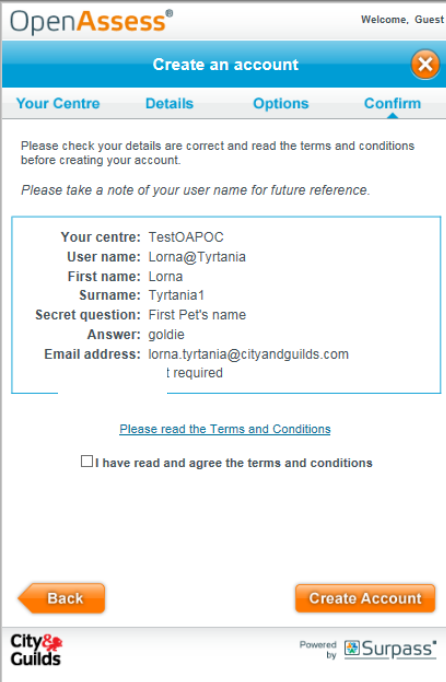
Create an account

1) Enter centre details

2) Enter personal details

3) Options

4) Confirm

- 
- 
- 
- 

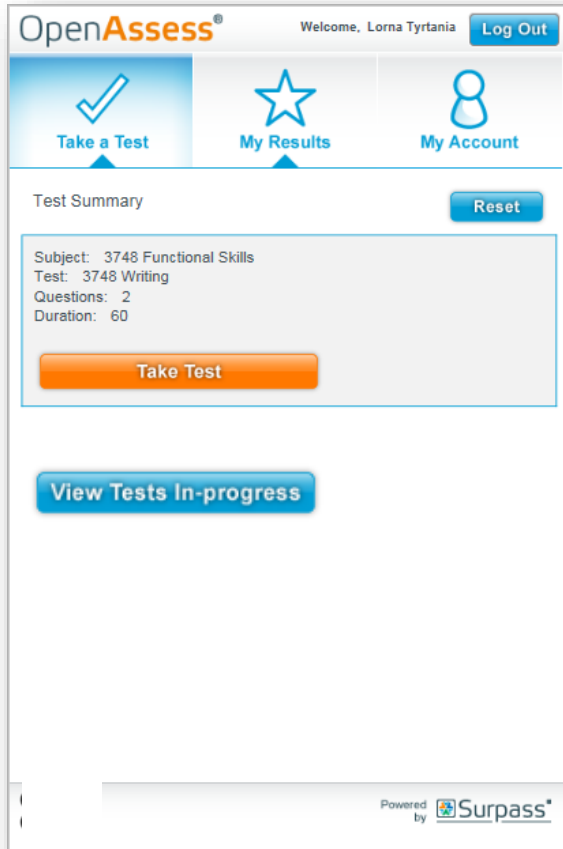
Learners can register themselves or their tutors can do it on their behalf. The centre Installation ID number for e-evolve must be entered in order to create the account.

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



OpenAssess® Welcome, Lorna Tyrntania Log Out

Take a Test My Results My Account

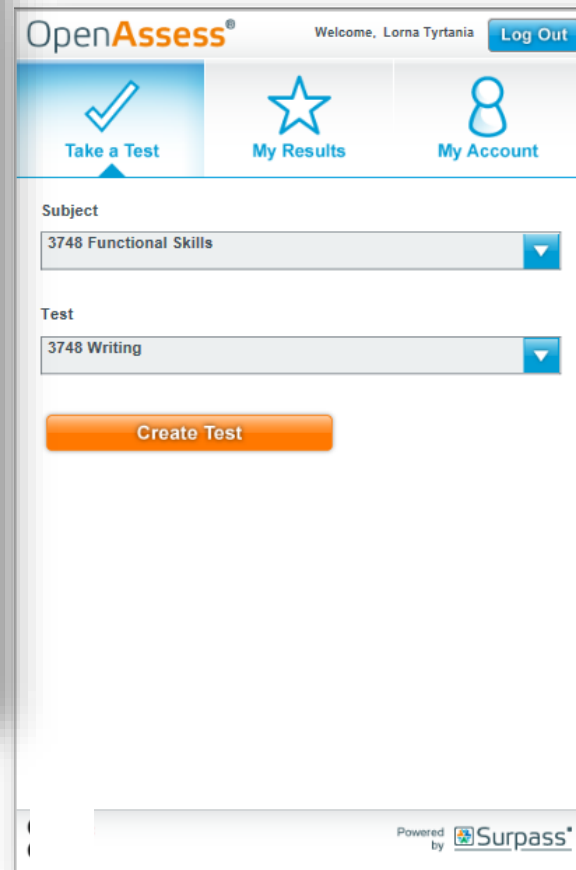
Test Summary Reset

Subject: 3748 Functional Skills
Test: 3748 Writing
Questions: 2
Duration: 60

Take Test

View Tests In-progress

Powered by Surpass®



OpenAssess® Welcome, Lorna Tyrntania Log Out

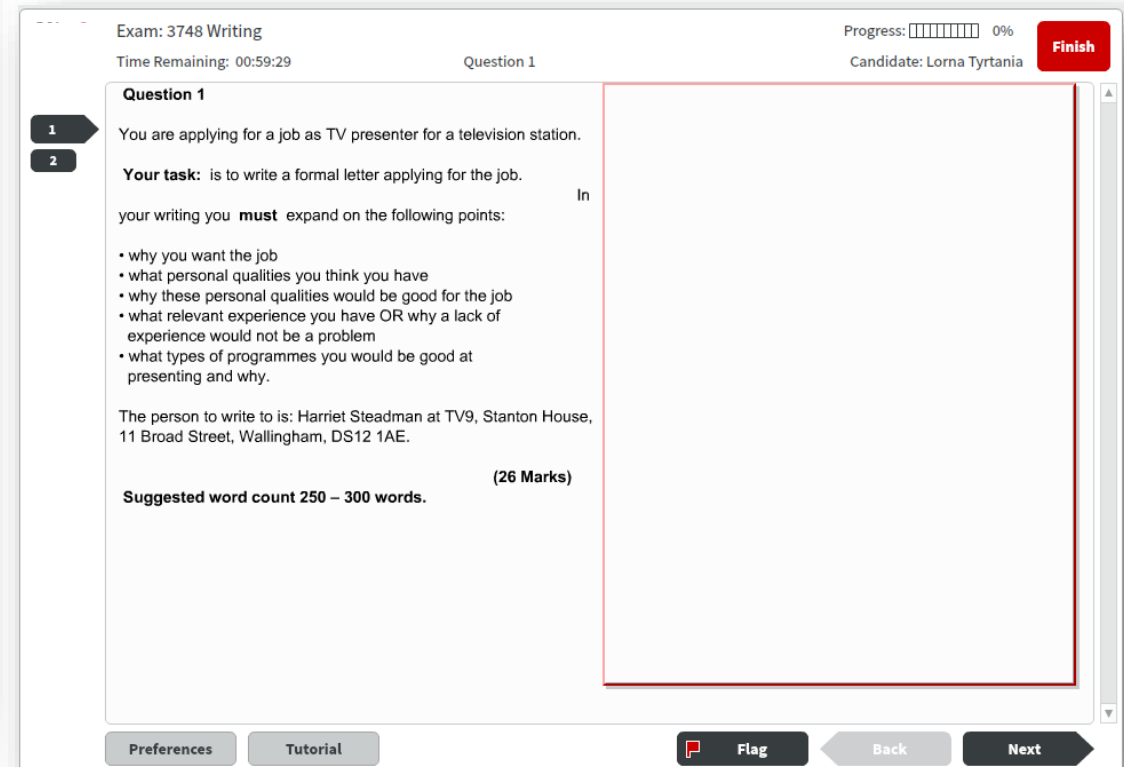
Take a Test My Results My Account

Subject
3748 Functional Skills

Test
3748 Writing

Create Test

Powered by Surpass®



Exam: 3748 Writing Progress: 0% Candidate: Lorna Tyrntania

Time Remaining: 00:59:29 Question 1

Question 1

1 You are applying for a job as TV presenter for a television station.

2 Your task: is to write a formal letter applying for the job. In your writing you **must** expand on the following points:

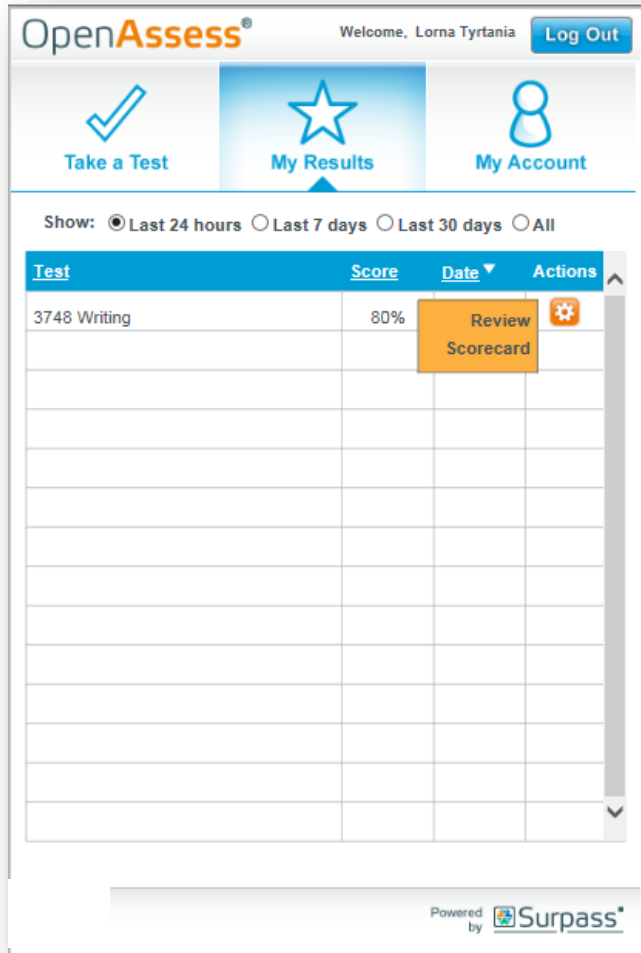
- why you want the job
- what personal qualities you think you have
- why these personal qualities would be good for the job
- what relevant experience you have OR why a lack of experience would not be a problem
- what types of programmes you would be good at presenting and why.

The person to write to is: Harriet Steadman at TV9, Stanton House, 11 Broad Street, Wallingham, DS12 1AE.

Suggested word count 250 – 300 words. (26 Marks)

Preferences Tutorial Flag Back Next

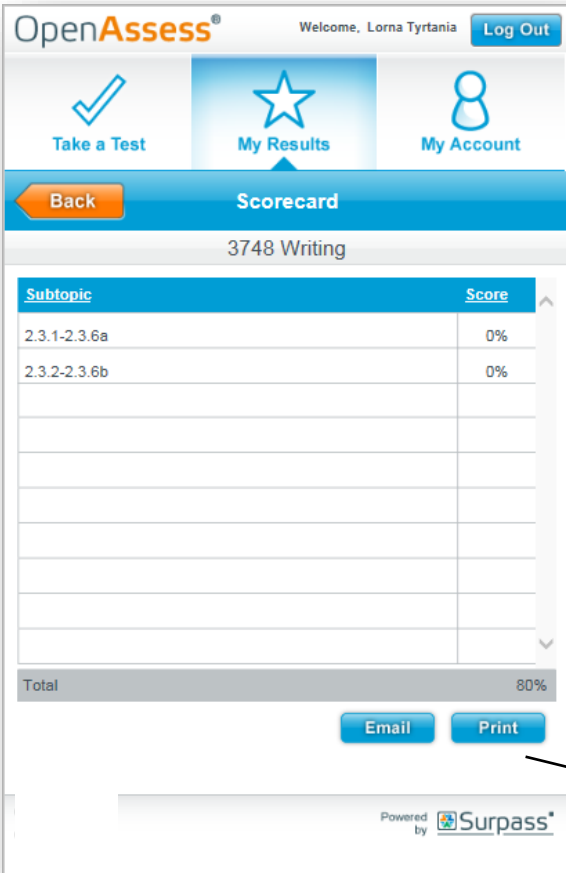
Learner View – My Results



- **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.

Name: Lorna Tyrntania
Test: 3748 Functional Skills - 3748 Writing
e taken: 25/02/2016 11:23:00
re: 80%

Subtopic	Score
2.3.1-2.3.6a	0%
2.3.2-2.3.6b	0%
	80%

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)

The screenshot shows the 'Edit Centre User' window with the 'Associated Centre Roles' tab selected. The window has a red header bar with the title 'Edit Centre User'. Below the header are three tabs: 'User Details', 'Associated Qualifications', and 'Associated Centre Roles'. The 'Associated Centre Roles' tab is active. Below the tabs is a 'Filter' section with two input fields: 'Centre Name:' and 'Centre Code:', followed by an 'Apply' button. Below the filter is a section titled 'Associated Centre Roles' with a list of roles. The roles are grouped by letter ranges: A-D, E-H, I-L, M-P, Q-T, U-Z, and All. The 'All' group is selected, showing a list of roles: 'CandG test - candg' (checked), 'Pilot Primary Contact' (unchecked), and 'Pilot Tutor' (checked). At the bottom left of the list is a 'Select/Deselect all' checkbox, and at the bottom right is a '1/1' indicator. At the bottom right of the window are 'OK' and 'Cancel' buttons.

Filter
Centre Name: <input type="text"/> Centre Code: <input type="text"/> <input type="button" value="Apply"/>

Associated Centre Roles
<div><div>A-D</div><div>E-H</div><div>I-L</div><div>M-P</div><div>Q-T</div><div>U-Z</div><div>All</div></div> <div><div><input checked="" type="checkbox"/> CandG test - candg</div><div><input type="checkbox"/> Pilot Primary Contact</div><div><input checked="" type="checkbox"/> Pilot Tutor</div></div>

☒ Select/Deselect all 1/1

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



City & Guilds
A City & Guilds Group Business

Home

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Exam Schedules

Marking

Results

Personal Profile Management

Centre Statistics

Home

Users

Candidates

Exam Schedules

Marking

Results

Personal Profile Management

Centre Statistics

☐ Hide 100% marked exams
 Reset Filters

Exam Name	Exam Version Ref...	Centre Name	Centre Code	Last Name	First Name	Completed Date	Max Mark A...	Mark Awar...	Percent	Marking Progress	Auto Void D...	Override A...
3748 Writing	7thJan2016	TestOAPOC	OAPOTC	edwards	granville	05/02/2016	50	0	0%	Not started		
3748 Writing	7thJan2016	TestOAPOC	OAPOTC	mitchell	grant	04/02/2016	50	21	42%	100%		

Page 1 (1-2 of 2)

Export to CSV

Void

Mark Script

Marking functionality

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

Mark Script. EXAM NAME: 3748-111 Writing Level 1

Section: Section 1 (1 to mark) Question: 1* (unassigned changes) (to mark) Progress: 50% Submit

View Mark Scheme View Marking History Add Comment Replay

The marks should be entered in the marked metadata pop-up.

There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.

Question 1

You are holding a fundraising event and would like to use the local community centre. There is normally a charge to book the community centre but you would like the council to allow you to use this free of charge.

Your task: is to write an email to the council describing your event and asking for free use of your local centre.

The email address to write to is David Stone at: booking.greenley@gov.uk

Expand on these points:

the cause you are raising money for and its

Learning Outcomes

Clear/ coherent	2 / 3
Format	1 / 1
Grammar	4 / 4
Language	3 / 3
Logic	1 / 2
Punctuation	3 / 4
Relevant detail	3 / 3
Spelling	3 / 3
Structure	2 / 2

Mark: 22/25 **Assign Mark**

Hide Annotations

These 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

Assign 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

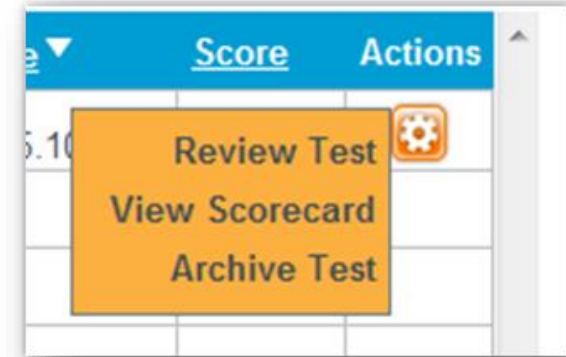
The screenshot shows the OpenAssess interface. At the top, there's a navigation bar with 'Take a Test', 'My Results', 'Centre Results' (selected), and 'My Account'. Below this, there are dropdown menus for 'Subject: 3748 Functional Skills' and 'Test: 3748 Writing'. A 'Show:' filter section has radio buttons for 'Last 24 hours', 'Last 7 days', 'Last 30 days', and 'All' (selected). The main table has columns: 'Learner', 'Date', 'Score', and 'Actions'. The table lists several learners with their scores. Annotations with arrows point to specific features: one points to the subject and test dropdowns, another points to the 'All' filter option, a third points to the 'Extra Time' icon in the actions column, and a fourth points to the 'New Score' icon in the bottom left of the table area.

Learner	Date	Score	Actions
<input type="checkbox"/> edwards, granville	08.01.16	60%	
<input type="checkbox"/> Hopkins, Gareth	08.01.16	52%	
<input type="checkbox"/> Doshi, Darshana	13.01.16	96%	
<input type="checkbox"/> Hopkins, Gareth	05.02.16	10%	
<input type="checkbox"/> Tyrtania, Lorna	19.02.16	50%	
<input type="checkbox"/> Doshi, Darshana	04.02.16	70%	
<input type="checkbox"/> tyrtania, lorna	18.02.16	68%	

At the bottom of the table area, there are buttons for 'View Group Scorecard' and 'View Archive', and a 'Powered by Surpass' logo.

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

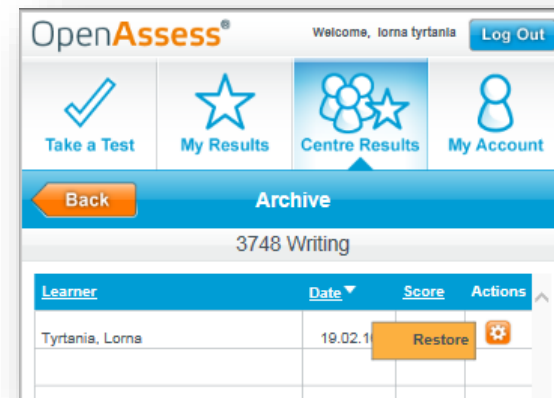
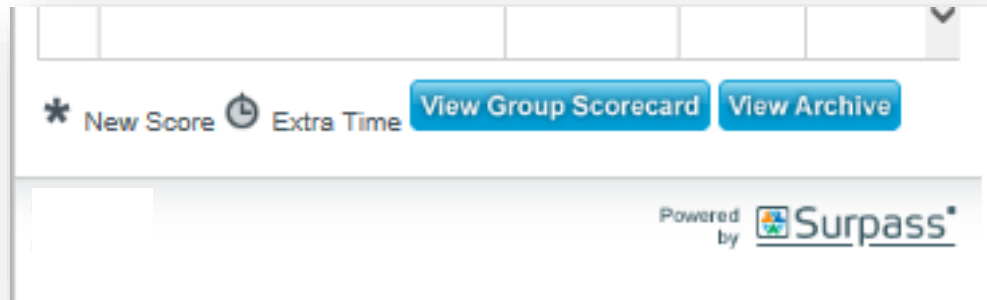


- Using Internet Explorer Log in to:
<https://openassess.cityandguilds.com/openassess/>
- Go to the Centre Results tab to see the list of learners who have taken tests and select learner
- Hover over the orange wheel. Select View Scorecard from the dialogue menu
- A table will appear showing the sub-topics 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
Or
evolvesupport@cityandguilds.com
if you are experiencing issues