

Open Assess

An onscreen practice tool for
Functional Skills

What is Open Assess?

Open Assess is our free, on-screen practice tool for Functional Skills

- The original version ceased to be available following the upgrade to our e-assessment platform, e-evolve, and the end of life for Flash
- Open Assess is a stand alone version of e-evolve which is available through an Internet Browser rather than through the SecureAssess platform
- Learners known as Candidates in Open Assess, can sit our Functional Skills Level 1 & 2 Mathematics and English sample papers in a platform which replicates the live environment and their responses are stored
- Teachers (or Tutors as they are called in the platform) can then mark the scripts and annotate the candidate's answers and give them feedback on their performance
- Tutors can then schedule a review with their candidate(s) to share this feedback – **This is a new feature of the platform, more about this later**



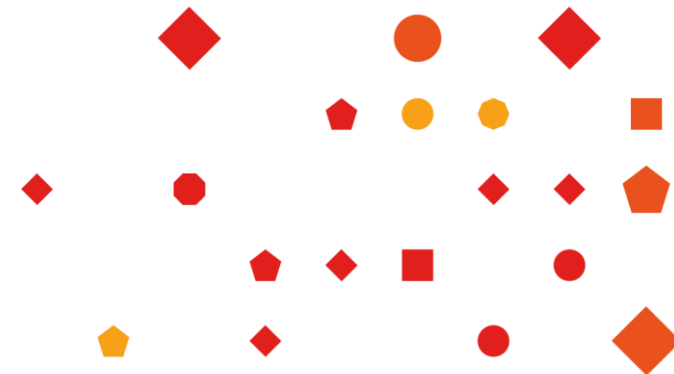


Benefits for tutors and centres

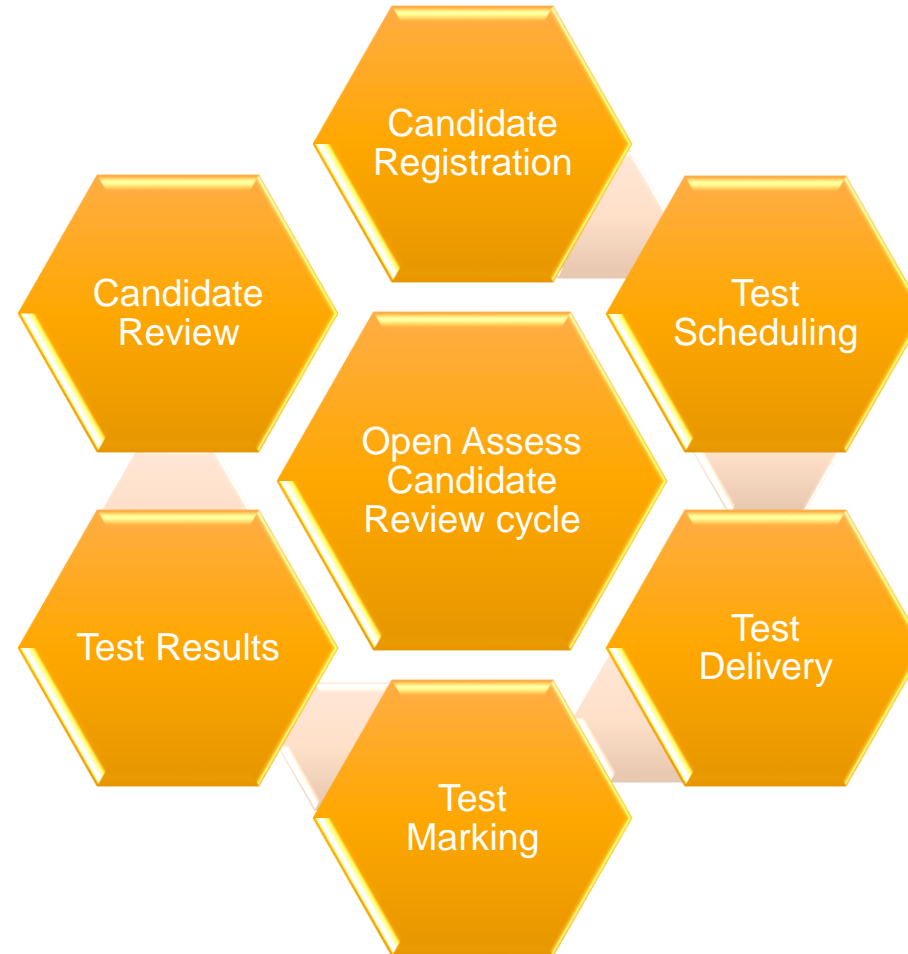
- **Open Assess** helps tutors gauge when candidates are test ready and supports exam success
- Tutors can take the Functional Skills practice assessments themselves and see and experience what the candidates see
- Tutors can create exemplar responses to the papers which can be used as teaching and learning tools
- Tutors can access, mark, comment and feedback on tests taken by their candidates and review the results over time
- Scheduling a review enables tutors to share the feedback and results from the practice papers to fit with their planned teaching and learning
- Practice exams can be set as homework or used as part of a blended learning approach if learners have access to computers at home
- Flexible administration means that centres are in control, able to add new teachers and learners

Benefits for Candidates

- Opportunity to do sample tests and become familiar with the assessment interface and the tools required to take an on-screen exam
- Great preparation for City & Guilds' live on-screen Functional Skills assessments
- Once the test has been scheduled the learner can access them via the website using Surpass Viewer using Key Codes and PIN numbers just like a live test without the need to have an account and remember a password
- Get results and feedback from their own tutor
- This familiarity and preparation builds confidence and supports final assessment success



The Open Assess review cycle





The Open Assess platform

- **Open Assess** is an online service which allows teachers to schedule exams for their learners and share candidate keycodes to access the exam
- It's **not** linked to the Walled Garden and there is no Secure Client
- There is **no** integration with any of C&Gs other systems – Centres and their Primary Users will need to apply to be set up in the platform by completing a form on the [Open Assess webpage](#)
- If there are any issues with the system, the escalation process is the same as for SecureAssess: you should call our evolve support team in Customer Services
- Tutors and candidates will need to use Surpass Viewer to take, mark or review the tests



Support Materials

To support you with getting to know Open Assess we will be offering these introductory webinars

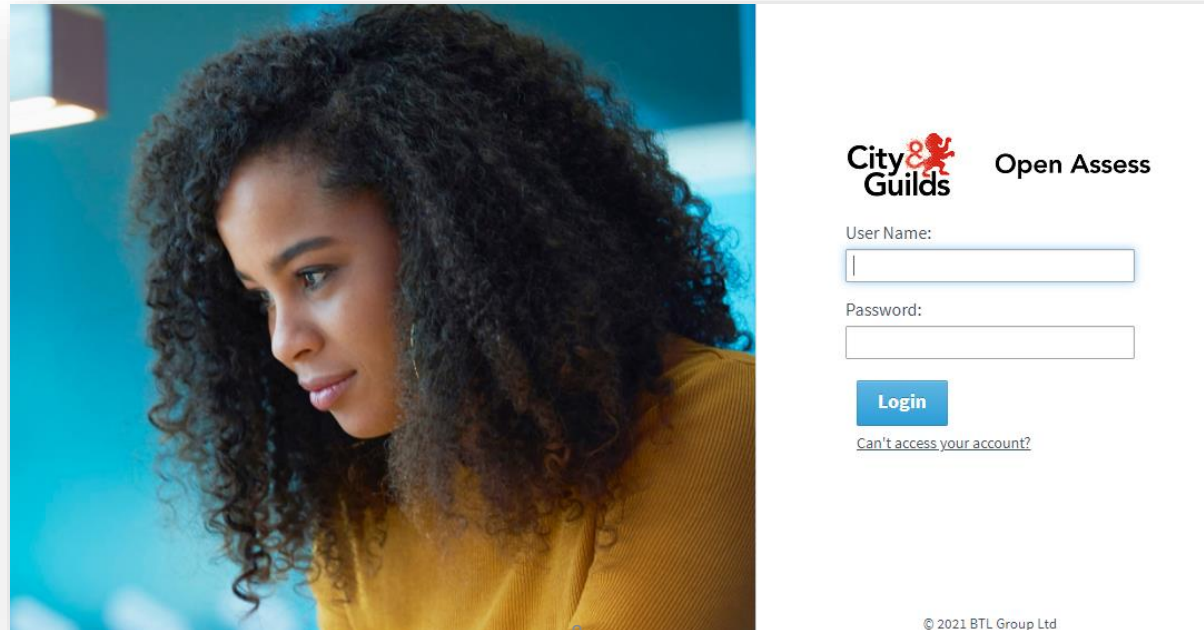
- A recorded version of this presentation will be available from the Open Assess page of the website
- **User Guide**
 - A full user guide is available from the [Open Assess web page](#)
- **FAQs**
 - An initial FAQ document is on the web page – we will be adding to this as you ask us questions so it will be a live document
- **Videos**
 - In the coming months we will be adding some videos to the website walking you through each stage of the cycle to be used in addition to the User Guide.

Open Assess – the platform

The platform where Primary and Tutor accounts are created and candidates are registered is:

<https://cityandguildsopenassess.surpass.com>

Unlike the original version of Open Assess the candidate will sit their sample exams and review their feedback in the same platform but with different URLs



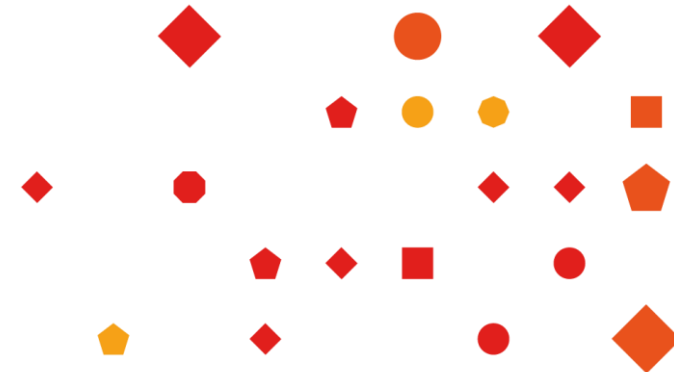
How do I get access to Open Assess?

Centres will need to complete the application form available for the Open Assess page:

<https://www.cityandguilds.com/what-we-offer/centres/maths-and-english/open-assess>

- You will need to confirm your centre name and number and provide your e-volve Installation ID number as well as nominating two individuals from your centre to act as Primary Users
- Our e-volve support team will create your centre account and the Primary User accounts in Open Assess within 7 working days

Once your centre and Primary User details are created, then your Primary Users will be able to create new primary contacts, create Tutor accounts and register candidates

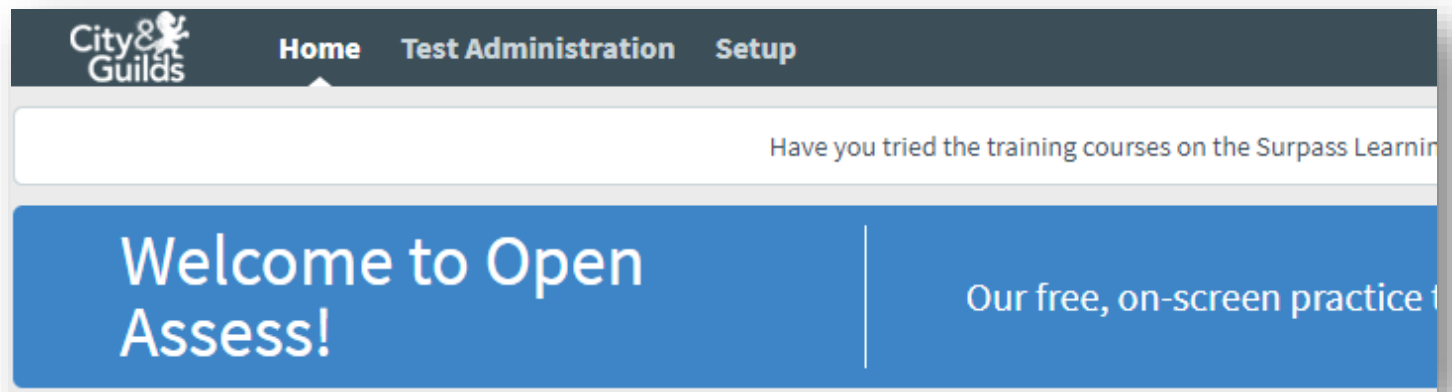




User accounts

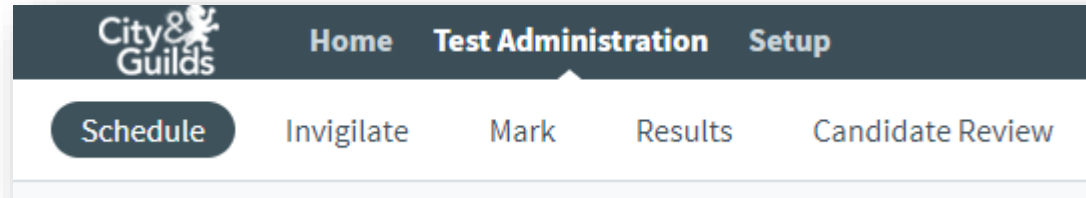
There are two types of accounts in Open Assess:

- **Primary User** – This level of user account allows you to create additional Primary Users, Tutor accounts, and register candidates, either singly or by bulk upload. This level permission also allows the scheduling of tests, marking and scheduling of reviews
- **Tutor account** – This user can register candidates, singly or by bulk upload, schedule tests, mark candidate scripts and schedule reviews



Scheduling a test

Select **Schedule** on the **Test Administration** tab

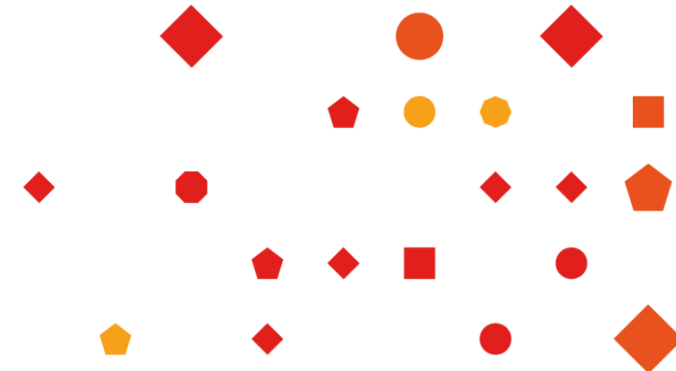


Schedule Test Wizard

1. Centre, Subject, Test & Date	Centre, Subject, Test & Date
2. Candidates	Centre _____
3. Delivery & Administration	Centre <input type="text" value="Select..."/>
4. Review	

There is a Wizard to walk the user through **Scheduling a Test**

Multiple candidates can be scheduled in one go

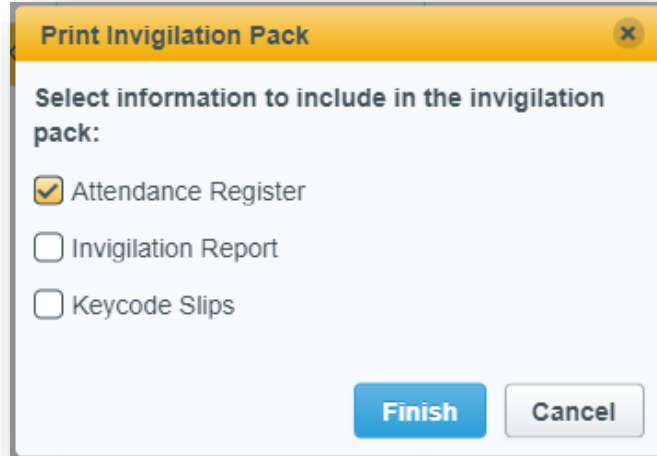


The Invigilate tab ...

2

From this tab the tutor can select **Print Invigilation Pack**

Choose the Attendance register option:



Print Invigilation Pack

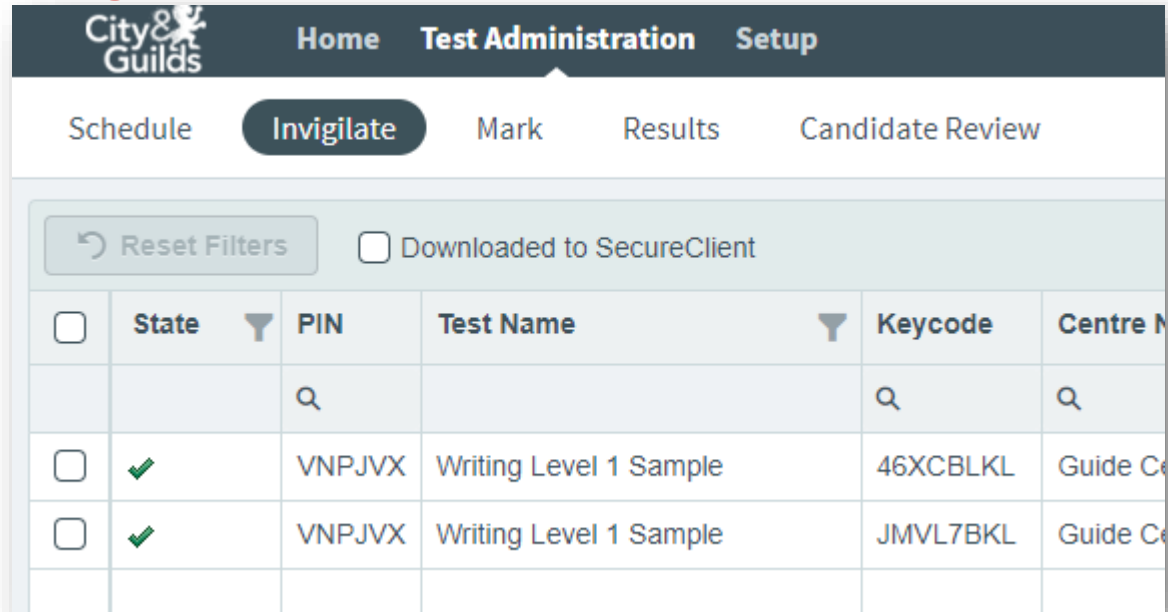
Select information to include in the invigilation pack:

- ☒ Attendance Register
- ☐ Invigilation Report
- ☐ Keycode Slips

Finish **Cancel**

1

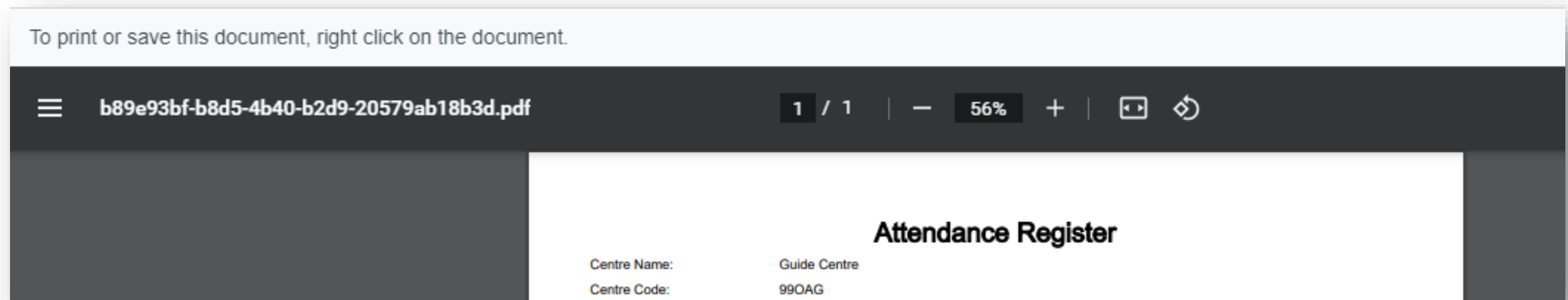
All tests waiting to be sat can be seen in the **Invigilate** tab



City & Guilds					
Home Test Administration Setup					
Schedule Invigilate Mark Results Candidate Review					
<input type="button" value="Reset Filters"/> <input type="checkbox"/> Downloaded to SecureClient					
<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre M
		Q		Q	Q
<input type="checkbox"/>	✓	VNPJ VX	Writing Level 1 Sample	46XCBLKL	Guide Ce
<input type="checkbox"/>	✓	VNPJ VX	Writing Level 1 Sample	JMVL7BKL	Guide Ce

3

This contains the **Key code** and **Session PIN** code that the candidate will need to take the test – Save it as a pdf and you can email it to the candidate!



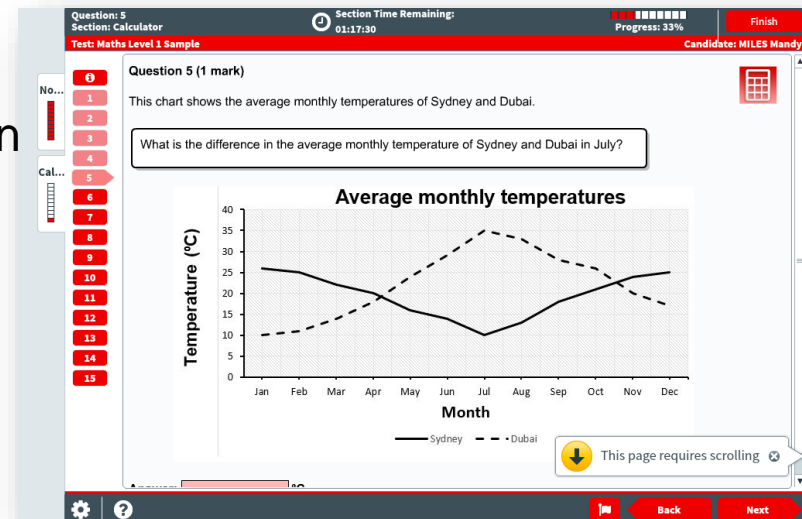
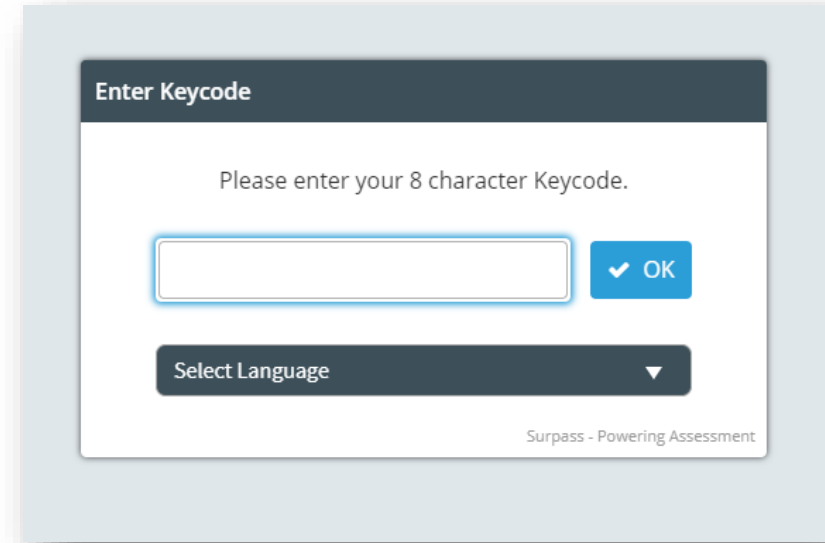
The candidate takes the exam

The candidates will take their tests using Surpass Viewer and launching this URL:

<https://cityandguildsopenassess.surpass.com/takeatest>

In addition to the sample tests available, there is a familiarisation test for Reading, Writing and Mathematics so that the candidates can practice using the tools.


Candidates will need to download the Surpass Viewer in order to be able to take the test – when they enter the Key Code and Pin the platform will take them to a webpage which will explain what they need to do.



Marking the exam

Once the candidate has completed the test and clicked on 'Finish' and 'Submit' the script will appear in Open Assess, on the marking tab for the tutor to mark.

The platform will ask the tutor to open **Surpass Viewer** so that they can view the script and mark it



Home Test Administration Setup

AmandaT ?

Schedule Invigilate **Mark** Results Candidate Review

Status	Subject	Test Na...	Test Fo...	Centre ...	Centre ...	Last Na...	First N...	Comple...	Max Ma...	Mark A...	Percent	Markin...	Auto Vo...	Marker
	Functional ...	Writing Le...	23.06.21	Guide Cent...	99OAG	Miles	Mandy	09.08.2021	54	0	0%	Not started	08.09.2021	
	Functional ...	Writing Le...	06.07.21	Guide Cent...	99OAG	Sample2	Two	09.08.2021	54	0	0%	Not started	08.09.2021	

Page 1 of 1 (1-2 of 2)

Change Associated Centre Re-assign User Associations Escalate Export to CSV Void Mark Script Submit Test(s)

Marking continued ...

New!

- In the new platform the teacher can annotate the candidate's response and the learner will be able to see these comments and feedback

The screenshot displays the City & Guilds Marking interface. The top navigation bar includes 'Home', 'Test Administration', and 'Setup'. The 'Mark' tab is active, showing options for 'Schedule', 'Invigilate', 'Results', and 'Candidate Review'. The main area shows a 'Mark Script' for 'TEST NAME: Writing Level 1 Sample | Test form: 23.06.21'. A red banner indicates 'There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.' The candidate's response is visible, with annotations like 'Dear Mrs Bloggs, ✓' and 'I hope you remember me? I worked for your organisation many moons ago when I first left college.' A 'Learning Outcomes' pop-up is shown on the right, listing scores for Composition (10/15), Grammar (3/4), Punctuation (2/4), and Spelling (4/4). The total mark is 19/27, and an 'Assign Mark' button is present.

Results

Once marked, the results appear under the results Tab.

From this screen it is possible to generate Score Reports, Results slips and Candidate reports

City & Guilds

HomeTest AdministrationSetup

ScheduleInvigilateMarkResultsCandidate Review

Reset Filters

<input checked="" type="checkbox"/>	Keycode	Last name	First name	Subject	Test Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input checked="" type="checkbox"/>	JMVL7BKL	Miles	Mandy	Functional Skills Writing Lev...	Writing Level 1 Samp
<input type="checkbox"/>					

Test Reports
Guide Centre
Writing Level 1 Sample



Results Breakdown:

Question 1	Questions Correct (%)
Composition	88.87
Grammar	75.00
Punctuation	50.00
Spelling	100.00
Total	70.37
Question 2	Questions Correct (%)
Composition	28.87
Grammar	100.00
Punctuation	100.00
Spelling	100.00
Total	59.26
Test Total	64.82

Candidate Review

However, a new function of this version of **Open Assess** is that the tutor can now schedule a review of the candidate's paper.

This allows the tutor to set a time to go through the feedback with the candidate, or make the paper available for a period of time so that the candidate can review the paper and marks and feedback in their own time.

This can be done for an individual candidate or a group of candidates

Schedule Candidate Review

Test

Candidates

Settings

Completed Date

From: 19/07/2021

Until: 17/08/2021

☒ Date Range (limited to 30 days)

Subject

Functional Skills Writing Level 1 Sample

Test

Writing Level 1 Sample

Test Form

Sample 2

Schedule Candidate Review

Test

Candidates

Settings

Schedule all available candidates

Search by

Name	Ref	Keycode	Test Form
Mandy Miles	Kel1	JMVL7BKL	Sample 2
One Sample1	CANDG01	Y9VN4TKL	Sample 2



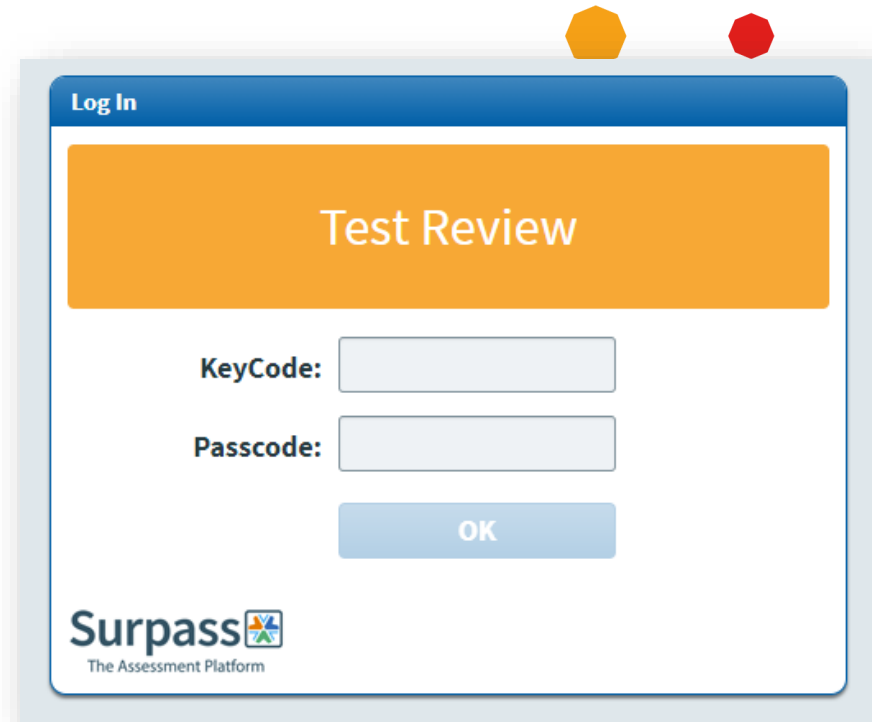
Candidate review

Once the review is scheduled:

- The tutor advises the candidate when the script can be reviewed
- They share the Pass code and Key Code with the candidate(s)

The candidate:

- Visits: <https://cityandguildsopenassess.surpass.com/reviewtest>
- In Surpass Viewer
- Enters the Keycode and Passcode
- Reviews marks and feedback




Log In

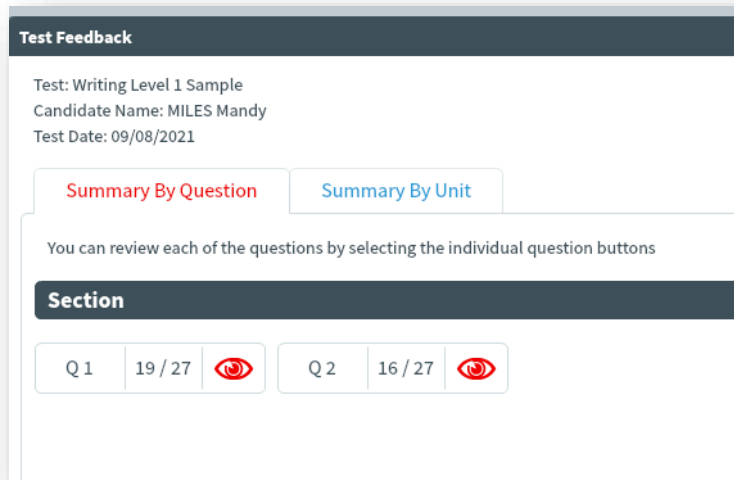
Test Review

KeyCode:

Passcode:

OK

Surpass 
The Assessment Platform





Test Feedback

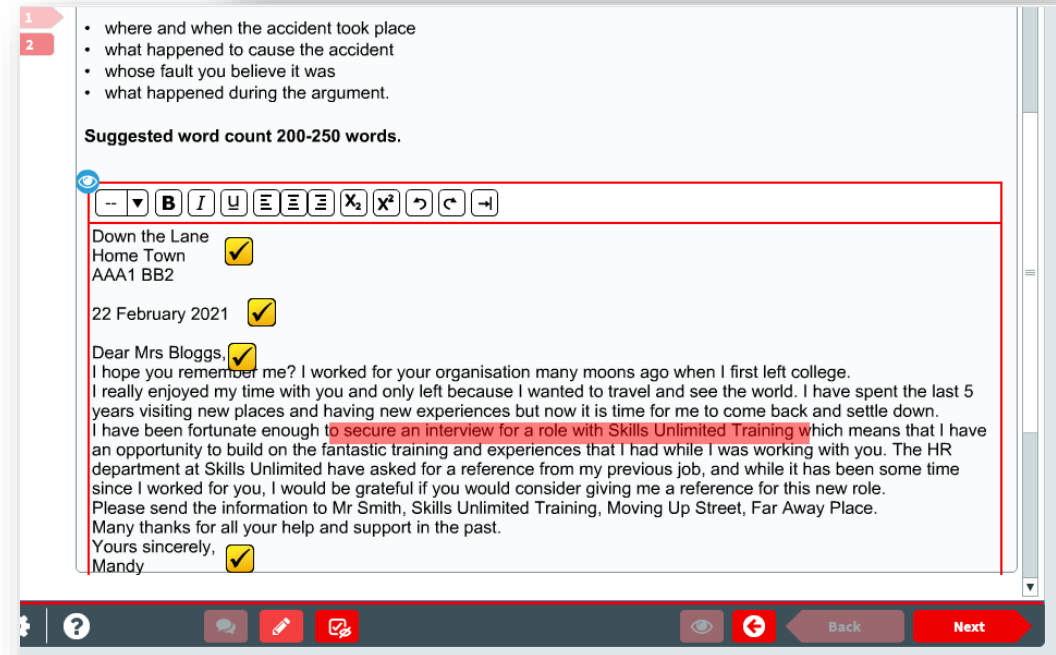
Test: Writing Level 1 Sample
Candidate Name: MILES Mandy
Test Date: 09/08/2021

Summary By Question Summary By Unit

You can review each of the questions by selecting the individual question buttons

Section


Q 1 19 / 27  Q 2 16 / 27 



1
2

- where and when the accident took place
- what happened to cause the accident
- whose fault you believe it was
- what happened during the argument.

Suggested word count 200-250 words.




Down the Lane ☒
Home Town ☒
AAA1 BB2

22 February 2021 ☒

Dear Mrs Bloggs, ☒

I hope you remember me? I worked for your organisation many moons ago when I first left college. I really enjoyed my time with you and only left because I wanted to travel and see the world. I have spent the last 5 years visiting new places and having new experiences but now it is time for me to come back and settle down. I have been fortunate enough to secure an interview for a role with Skills Unlimited Training which means that I have an opportunity to build on the fantastic training and experiences that I had while I was working with you. The HR department at Skills Unlimited have asked for a reference from my previous job, and while it has been some time since I worked for you, I would be grateful if you would consider giving me a reference for this new role. Please send the information to Mr Smith, Skills Unlimited Training, Moving Up Street, Far Away Place. Many thanks for all your help and support in the past.

Yours sincerely, ☒
Mandy



Thank you

Any questions, please email
evolvesupport@cityandguilds.com