Open Assess

An onscreen practice tool for Functional Skills

City&
Guilds

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-volve, and the end of life for Flash

- Open Assess is a stand alone version of e-volve 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**
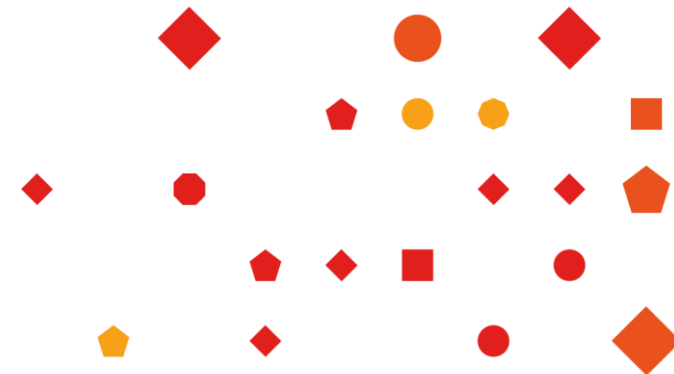
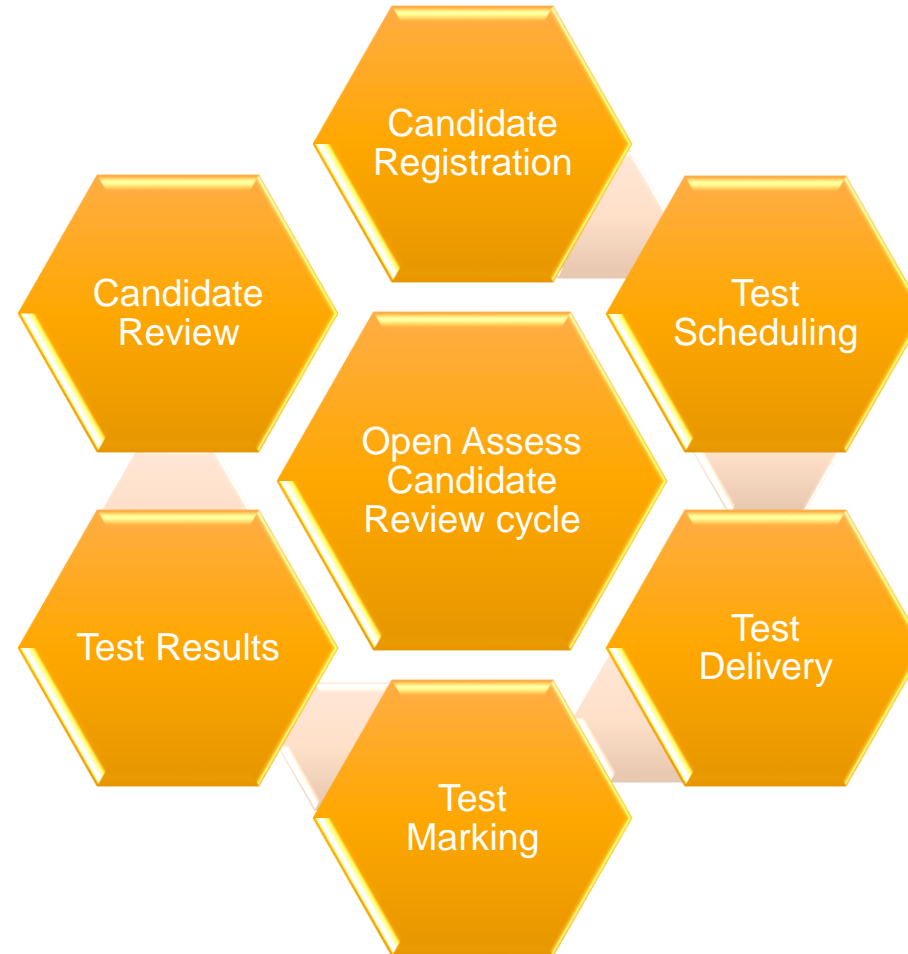# Benefits for tutors and centres

- **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

Candidate Registration

Test Scheduling

Candidate Review

Open Assess Candidate Review cycle

Test Results

Test Delivery

Test Marking

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 <u>Open Assess webpage</u>

- 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 <u>Open Assess web page</u>

- **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
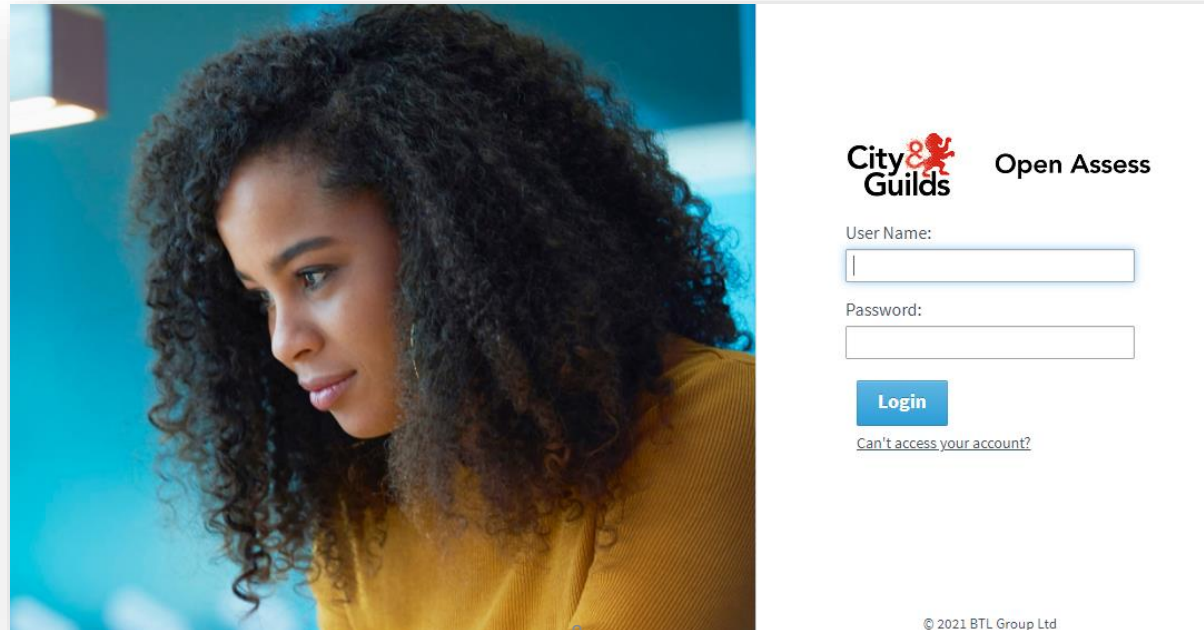
How do I get access to Open Assess?

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
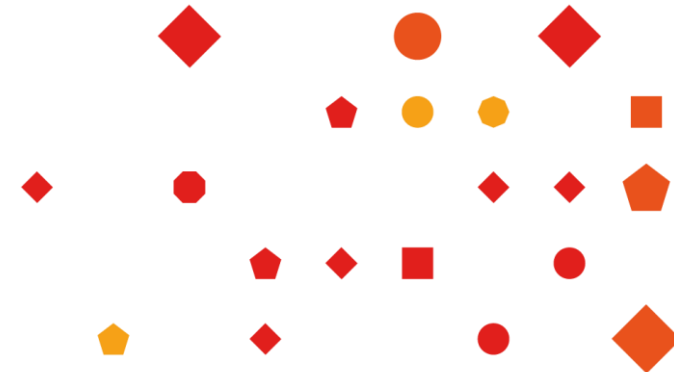
User accounts

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
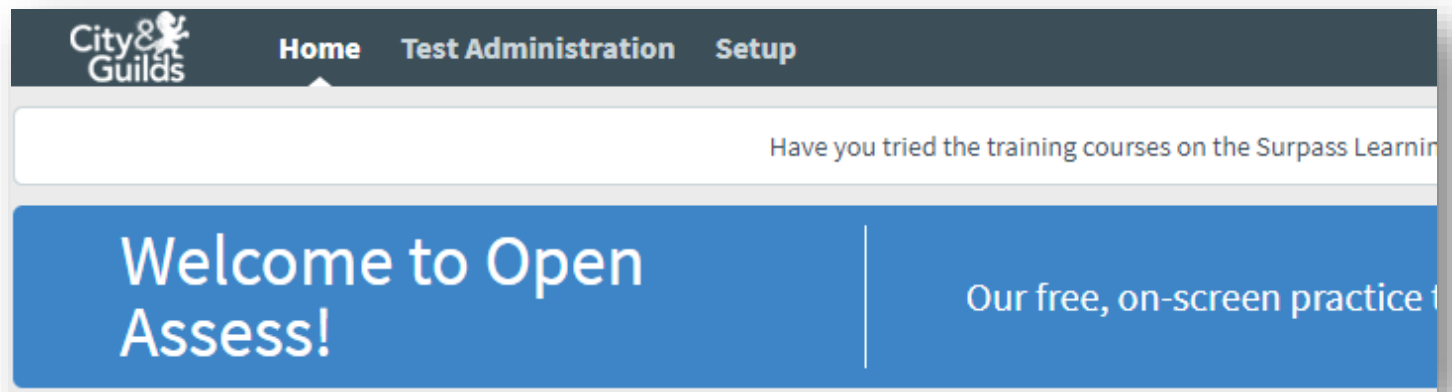
Scheduling a test

Select Schedule on the Test Administration tab
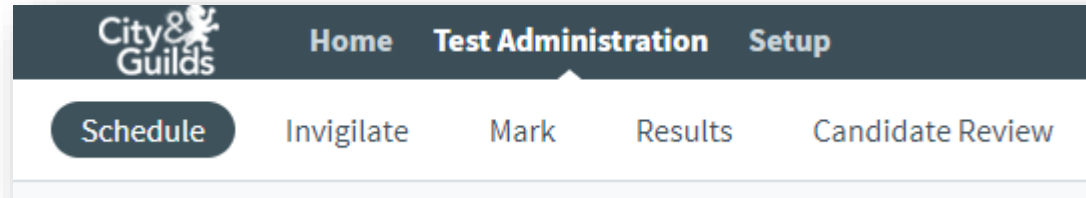
There is a Wizard to walk the user through Scheduling a Test

Multiple candidates can be scheduled in one go

The Invigilate tab …

1
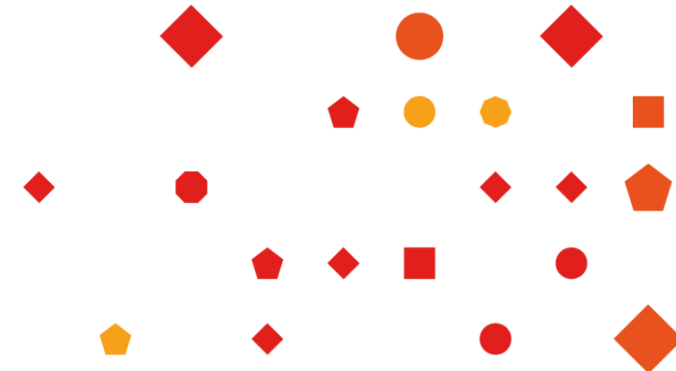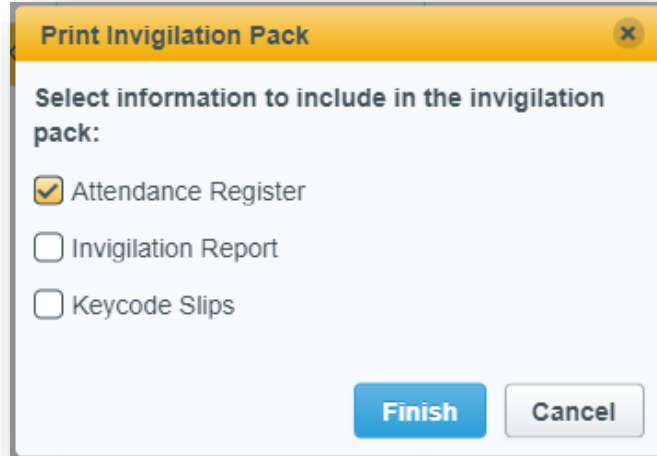
All tests waiting to be sat can be seen in the **Invigilate** tab

2

From this tab the tutor can select **Print Invigilation Pack**
Choose the Attendance register option:

Print Invigilation Pack
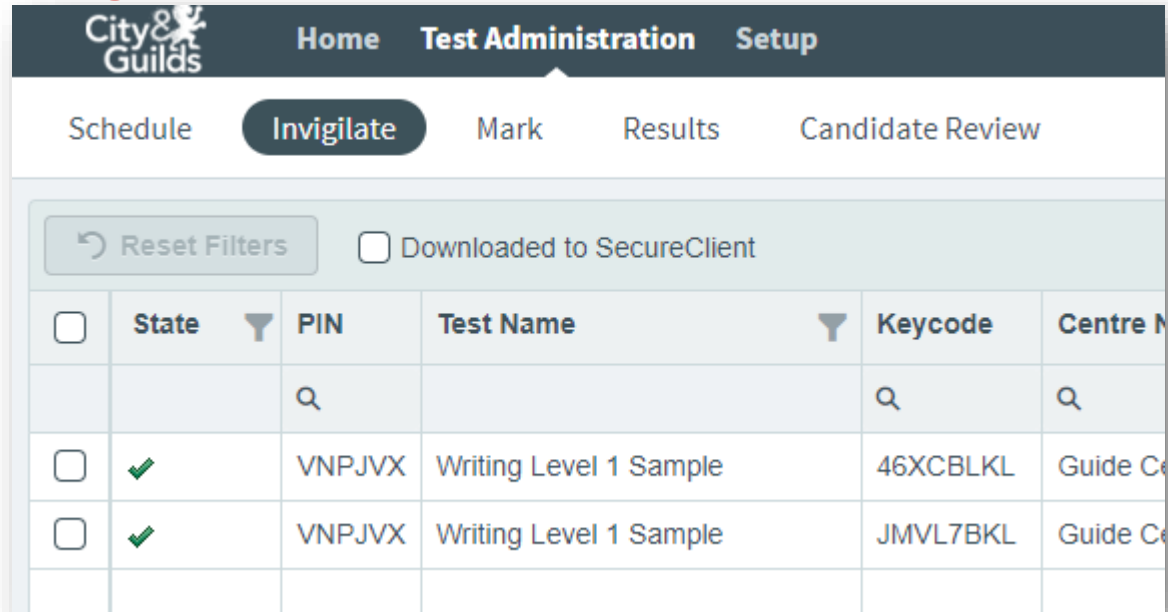
Select information to include in the invigilation pack:

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

Finish   Cancel

City & Guilds Home **Test Administration** Setup

Schedule **Invigilate** Mark Results Candidate Review

Reset Filters   ☐ Downloaded to SecureClient

☐	State	PIN	Test Name		Keycode	Centre N
		🔍		🔍	🔍	🔍
☐	✔	VNPJVX	Writing Level 1 Sample		46XCBLKL	Guide C
☐	✔	VNPJVX	Writing Level 1 Sample		JMVL7BKL	Guide C

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!

To print or save this document, right click on the document.

≡ b89e93bf-b8d5-4b40-b2d9-20579ab18b3d.pdf   1 / 1   — 56% +

Attendance Register

Centre Name: Guide Centre
Centre Code: 99OAG

City & Guilds
A City & Guilds Group Business
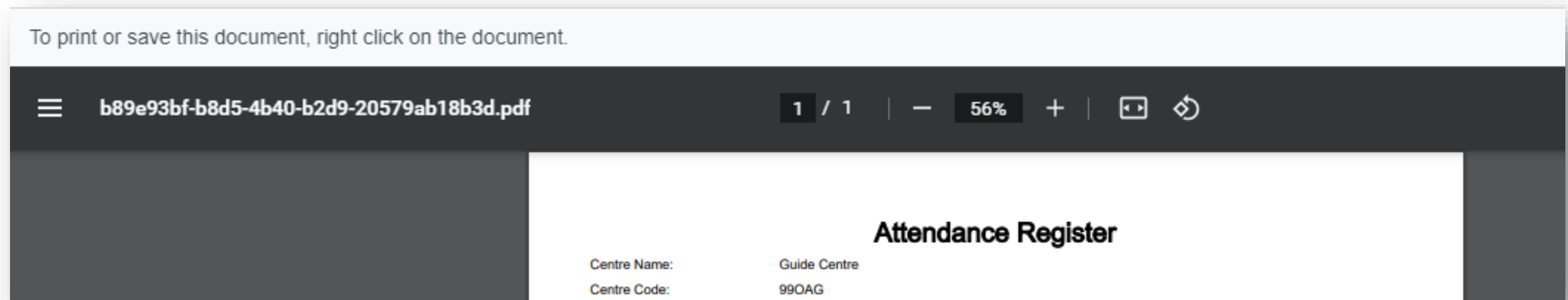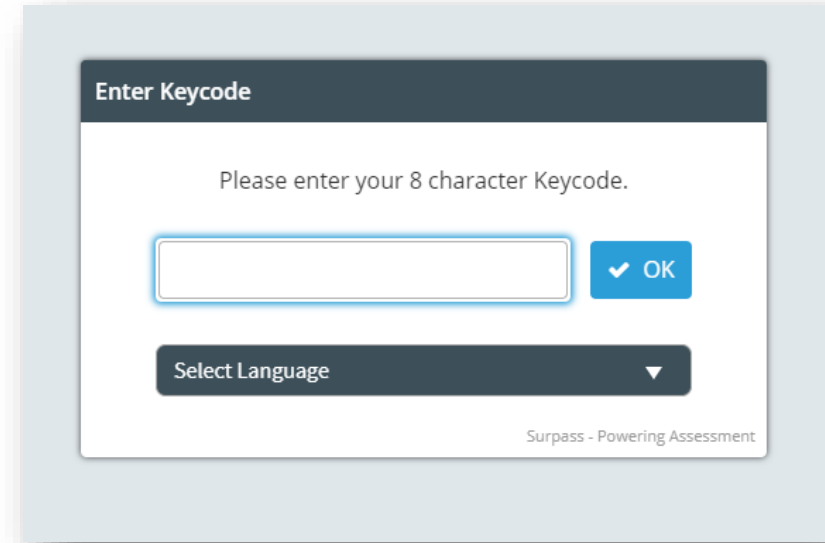
The candidate takes the exam

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.

13
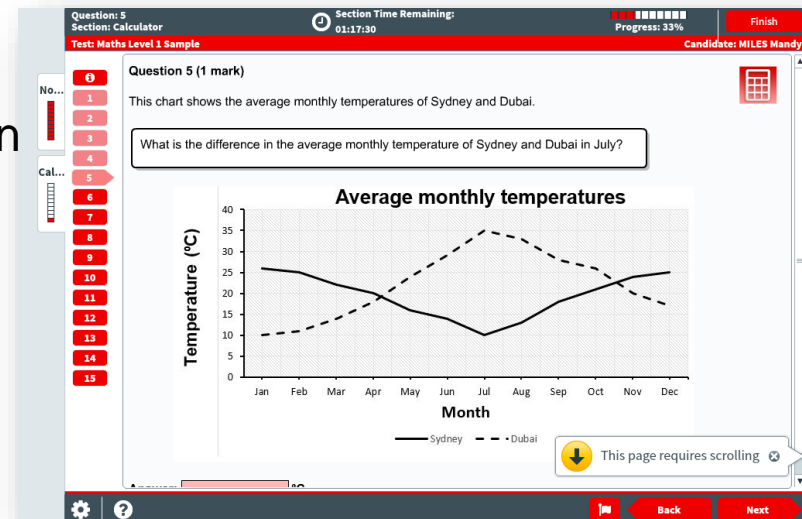
Marking the exam

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

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

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

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
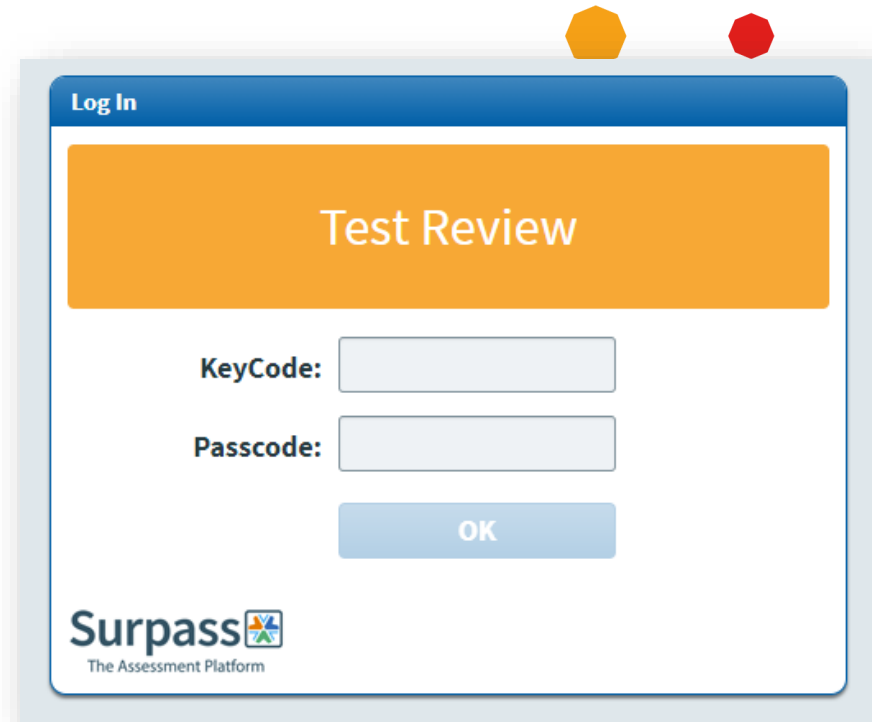
Candidate review

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

Thank you

Any questions, please email
evolvesupport@cityandguilds.com