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**Open Assess**

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## **User guide**

### **A guide to using our online platform**

Version 2.2

Last modified 13-June-2023

For external use

A large, abstract graphic in the bottom right corner consisting of several overlapping green shapes in different shades, creating a modern, geometric design.

## Document revision history

Version	Sections Amended	Amendments
V1 September 2021		Document created
V2.0 January 2022	Marking & Scheduling a Review	Additional detail included around annotation tools. Additional detail about using the Filter option to find tests to schedule reviews
V2.1 August 2022	New branded template Scheduling a test  Clarification about key codes and PIN	Whole document  Pg 23 - Tutors can now select which version of the sample papers they can schedule for candidates  Pg Clarification that if printing or sharing the Key Code slips candidates will also require the Session PIN number
V2.2 June 2023	Section Numbers added  6. Scheduling a test  13. Reviewing a test	Throughout the document  Page 22 - Introduction of HTML samples in the drop down list  Page 57 – Instructions for reviewing a marked test

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## 1. Introduction

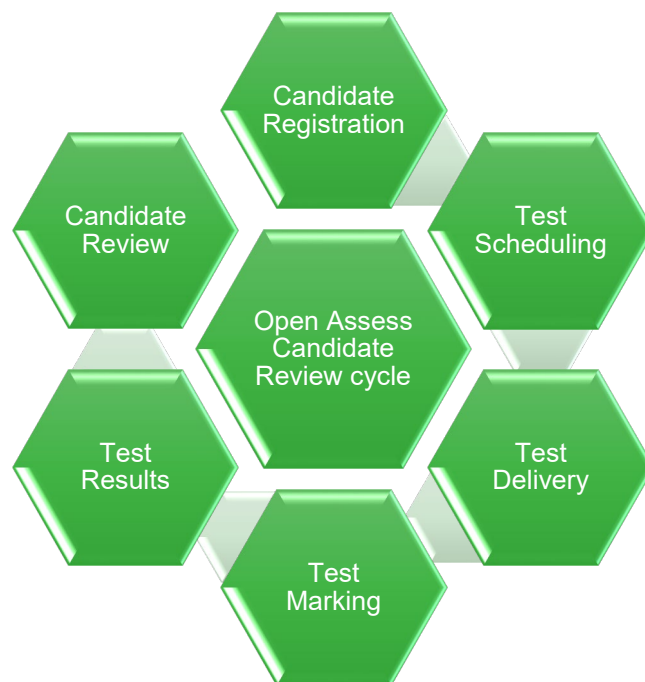
### Welcome to Open Assess, our formative assessment platform

This document is intended for centres who have been set up to use Open Assess.

Within this comprehensive guide you will find everything you need for the day-to-day management of Open Assess, including:

- An overview of the platform from registration to reviews
- A step-by-step software user guide
- How to contact City & Guilds for support

### Overview



## 2. Process steps

### Candidate Registration

Candidates must be registered in the Open Assess platform for the subject before you can schedule an Open Assess test.

As soon as the registration has been processed (usually within a few minutes), the system will automatically make the candidate eligible in Open Assess and you can start scheduling tests.

## Test Scheduling

Scheduling is the process of assigning a date and time for a candidate to sit a specific Open Assess test.

Scheduling is carried out through the **Schedule** tab in Open Assess. Once the test has been scheduled, the system will generate a Keycode and PIN. The candidate will need these in order to sit the test so they will need to be shared with the candidate.

## Test Delivery

Once scheduled, the test is visible in the **Invigilate** tab. From this tab, staff will be able to access the Session Keycodes and PIN numbers to share with candidates.

Open Assess tests are carried out using the web-delivery method either in a web-browser for HTML samples, or in the Surpass Viewer for the original Flash versions of sample papers. This can only be done online. If using Surpass Viewer it must be downloaded to each candidate's machine. This download process will only need to be completed once per machine.

Centre staff have access to a number of features to manage the test delivery in Open Assess.

## Test Marking

As soon as the test is complete, it will be available in the **Mark** tab for it to be marked by the tutor. Tutors will also need to download the Surpass Viewer (for existing Flash tests) in order to be able to review candidates' responses and mark the test. For new HTML tests a regular web-browser can be used.

## Test Results

As soon as marking is complete and the test has been submitted, the result will be available in the **Results** tab.

## Candidate Review

A candidate review session allows centre staff and candidates to re-enter their tests to review their responses and any feedback. The Candidate Review tab is where candidate review sessions are scheduled for particular candidates on a specific date and time. They are then reviewed using a similar method to web delivery.

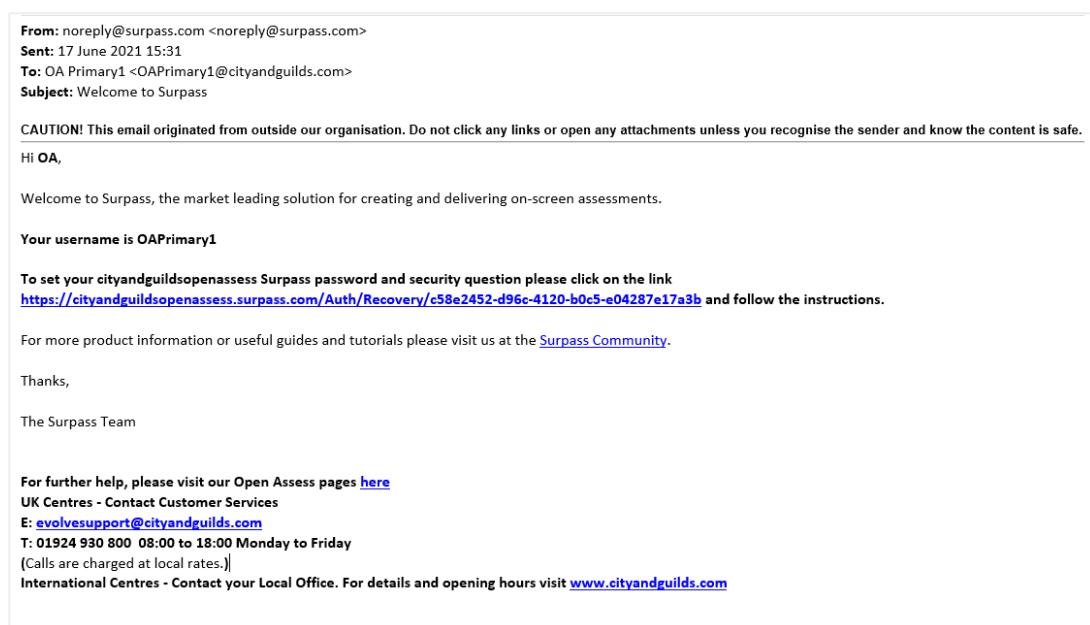
**Note:** Candidate Review is currently only available for existing Flash tests. This feature is not yet available for new HTML tests.

### 3. Logging in to Open Assess

#### Logging in the first time

When your account is first created, you will receive an email with your username and a link to set your password and create a security question.

The email is sent from an automated address [noreply@surpass.com](mailto:noreply@surpass.com) so if you do cannot see it in your inbox, please check your junk folders or speak to your IT team in case the automated address is being filtered by your IT system.



Clicking on the link will take you this screen:

A screenshot of a web form titled 'Change Password (OA Primary1)'. The form has four input fields: 'Enter new password:', 'Confirm new password:', 'Security question:', and 'Security answer:'. Each field has a small 'i' icon to its right. At the bottom of the form are two buttons: 'Change Password' (in blue) and 'Cancel' (in grey).

Enter your chosen password and confirm it and create a memorable security question and answer, you will need this to reset your password if you ever forget it.

While in any area of Open Assess, you can hover your cursor over the icon for more details.

Select 'Change Password' and you will automatically be logged in to Open Assess.

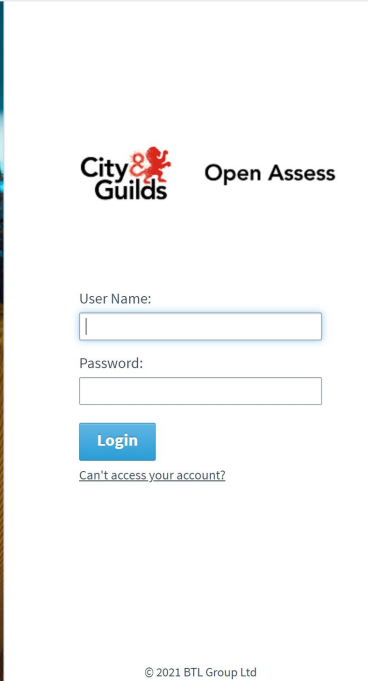

*Changing the password only needs to be done the first time you log in.*

## Logging in to Open Assess

The next time you access Open Assess will be from the log in screen.

Navigate to <https://cityandguildsopenassess.surpass.com> and enter your username and password and select Login.

You can access this URL through your regular web-browser or via Surpass Viewer.

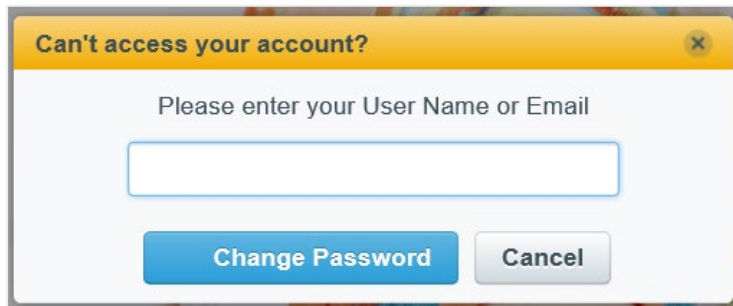


The image shows a woman with curly hair looking at a laptop screen. The screen displays the City & Guilds Open Assess login interface. The interface includes the City & Guilds logo, the text 'Open Assess', a 'User Name:' label with a text input field, a 'Password:' label with a text input field, a blue 'Login' button, and a link that says 'Can't access your account?'. At the bottom right, there is a copyright notice: '© 2021 BTL Group Ltd'.



## Trouble logging in?

If you have forgotten your username or password, navigate to the login screen and select 'Can't access your account?'

A screenshot of a web dialog box titled "Can't access your account?". The dialog has a yellow header bar with a close button (X) in the top right corner. Below the header, the text "Please enter your User Name or Email" is displayed above a white text input field with a blue border. At the bottom of the dialog, there are two buttons: a blue "Change Password" button and a grey "Cancel" button.

Enter your username or email address and an automated email will be sent to you with instructions.

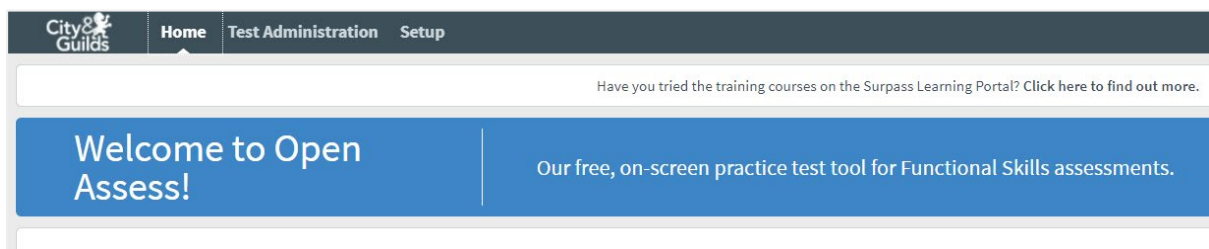
## 4. Navigating through Open Assess

We will go through the features within each tab later in the guide but here is a brief overview.

### Home

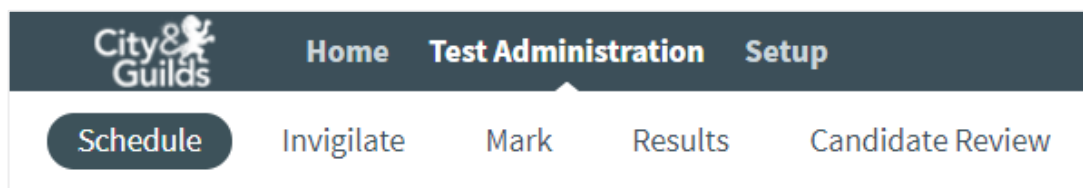
When you login, you will be taken to the homepage. It contains links to useful documentation and the **test** and **review** web links and our contact details.

We will use this page to share any updates or scheduled downtime within Open Assess and it will be updated when needed.



### Test Administration

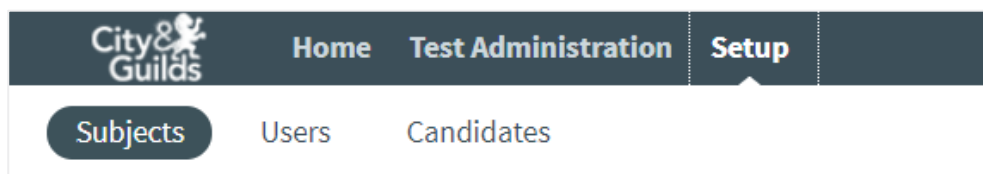
You will complete most of your tasks within the **Test Administration** tab. Just select each tab to open it.



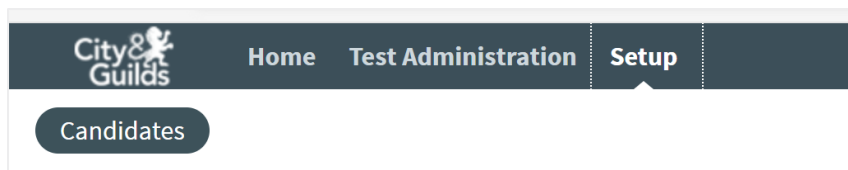
## Setup

The **Setup** tab is used for viewing available subjects, creating users (depending on your access) and registering your candidates.

Primary User view:



Tutor view:

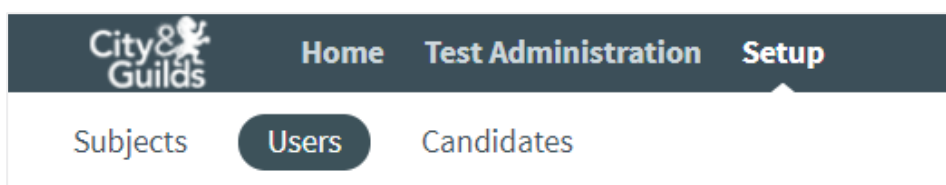


## 5. User creation

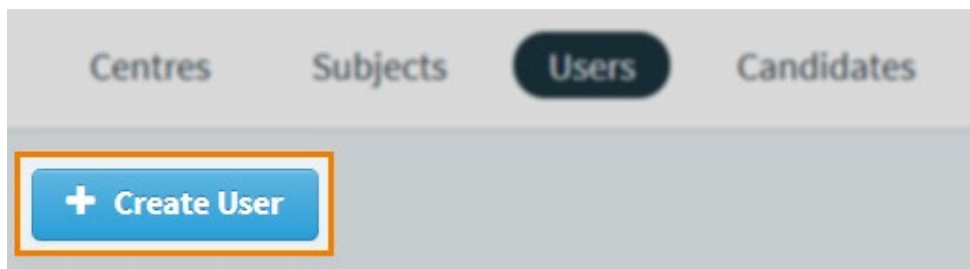
Before you begin, you may wish to create accounts for other users at your centre. There are two types of users in Open Assess, Primary and Tutors. The main difference is that Primary users can create other Primary users and Tutors, as well as registering candidates, while Tutors can only register candidates.

### Creating a user

1. Go to the Users screen by going to go to Setup and then selecting *Users*



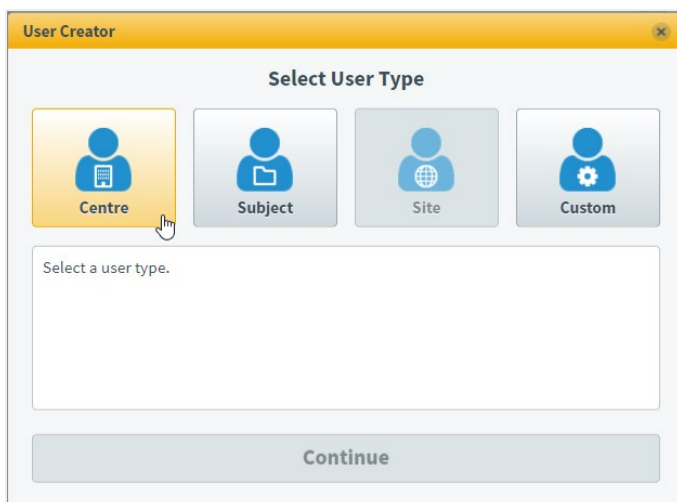
## 2. Select Create User to create a new user



## 3. Choose user type

For Open Assess users, you will only need to select the user type 'Centre'.

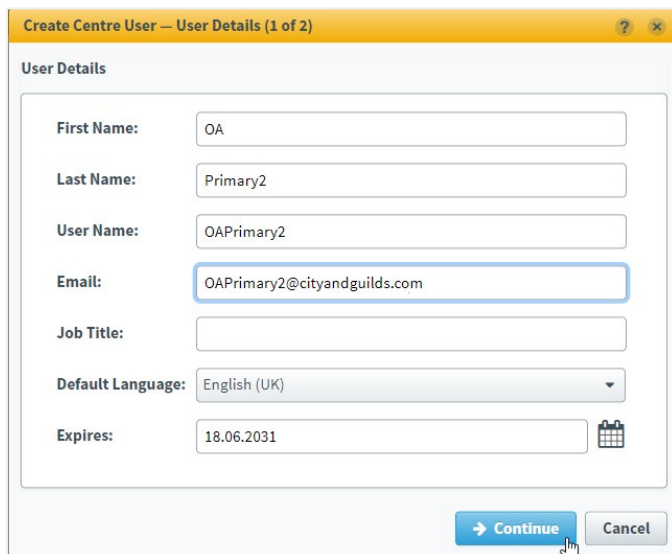
Subject, Site and Custom users are **not** used in Open Assess.



**Centre** – A centre-level user has access to roles for all subjects in a particular centre. These users are typically centre administrators, tutors, markers, and invigilators that need access to all subjects within a centre.

When you have chosen a user type, select **Continue** to proceed.

## Fill out user details



Create Centre User — User Details (1 of 2)

User Details

First Name: OA

Last Name: Primary2

User Name: OAPrimary2

Email: OAPrimary2@cityandguilds.com

Job Title:

Default Language: English (UK)

Expires: 18.06.2031

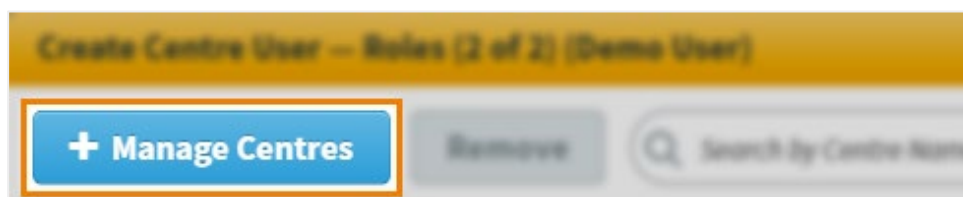
Continue Cancel

**NOTE: Fields marked with an asterisk (\*) are mandatory.**

Field	Description
First Name	Enter the user's first name
Last Name	Enter the user's last name
User Name	Enter a username. The user will use this to log in to Open Assess. This user name must be unique
Email	Enter the user's email address. They are emailed a link to create a password before logging in for the first time and password reset details are sent to the address so it must be accurate

When you have filled out the user details, select **Continue** to proceed.

Use **Manage Centres** to open the **Select Centres** dialog box.



Choose your centre in the **Available Centres** list on the left-hand side of the screen and use **Add >** to move it to the **Selected Centres** list on the right hand side of the screen.

Select **Confirm** to continue.

The screenshot shows a window titled "Manage Centres" with a yellow header bar. It contains two side-by-side panels, each with a search bar labeled "Search by Centre Name, Centre Reference".

- The left panel is titled "Available Centres" with a "Selected: 0/1" indicator. It contains a single item, "Guide Centre", which is currently unselected.
- The right panel is titled "Selected Centres" with a "Selected: 1/1" indicator. It contains a single item, "Guide Centre", which is selected and highlighted in yellow.

Between the two panels are two buttons: a right-pointing arrow (>) and a left-pointing arrow (<). At the bottom of each panel is a pagination control showing "Page 1 of 1" with left and right navigation arrows. At the bottom right of the window are two buttons: a blue "Confirm" button with a checkmark icon and a grey "Cancel" button.

## Choose user roles

Choose the roles you want the user to have in the **Centre Roles** column.

## Primary User account

To create a Primary account which has the ability to create other users, select all options available under setup and Test Administration and select all options in the Assignable column.

Create Centre User — Roles (2 of 2) (Sample User)

+ Manage Centres

Remove

Search by Centre Name, Centre Reference

Centres

Guide Centre

(4)

Centre Roles		Assignable	i
<input checked="" type="checkbox"/> Setup	i	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> OA primary SetUp	i	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> OA Tutor SetUp	i	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Test Administration	i	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> OA Primary User	i	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> OA Tutor	i	<input checked="" type="checkbox"/>	

## Tutor account

To create a Tutor account that can access all the other features but is unable to create other users, select only the **OA Tutor SetUp** and **OA Tutor** options

Create Centre User — Roles (2 of 2) (Sample User)

+ Manage Centres

Remove

Search by Centre Name, Centre Reference

Centres

Guide Centre

(2)

Centre Roles		Assignable	i
<input type="checkbox"/> Setup	i		
<input type="checkbox"/> OA primary SetUp	i		
<input checked="" type="checkbox"/> OA Tutor SetUp	i	<input type="checkbox"/>	
<input type="checkbox"/> Test Administration	i		
<input type="checkbox"/> OA Primary User	i		
<input checked="" type="checkbox"/> OA Tutor	i	<input type="checkbox"/>	

Selected: 1/1

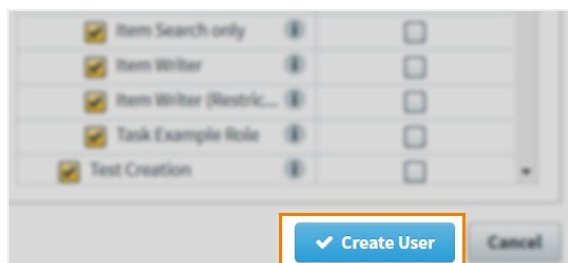
← User Details

✓ Create User

Cancel

## Confirm user details

Select **Create User** to create the user. An email is sent to the user's registered email address containing a link to create a password and security question.



**TIP: After creating a user, Open Assess asks you if you want to create another user with the same roles. This is useful if you are creating multiple accounts with the same permission levels.**

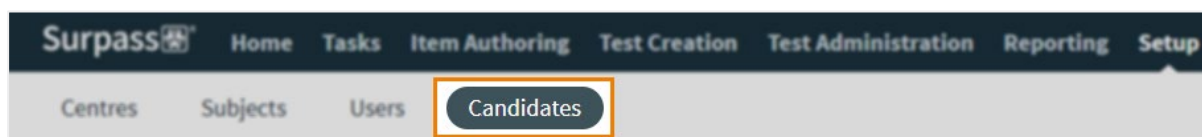
## 6. Candidate Registration

You can register an individual candidate or upload a CSV file for multiple candidates.

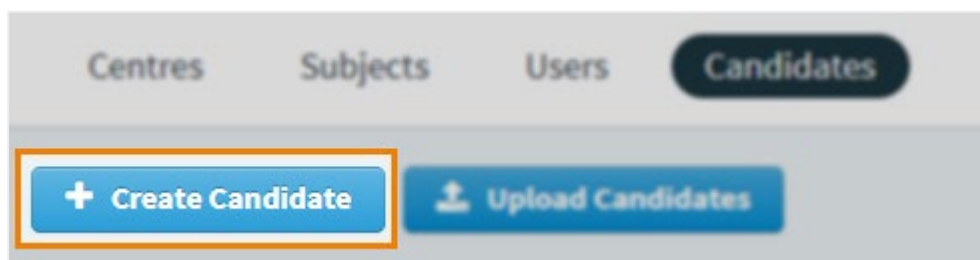
### How to create an individual candidate registration

#### 1. Go to the Candidates screen

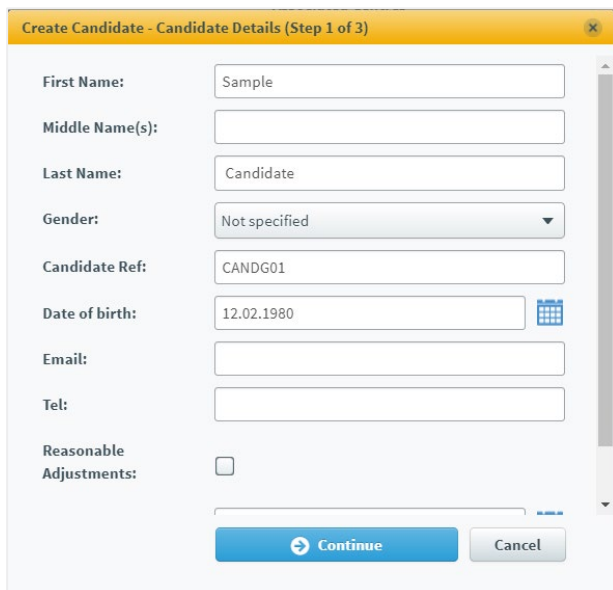
To view the **Candidates** screen, go to **Setup > Candidates**.



#### 2. Select Create Candidate to create a candidate.



### 3. Fill out the Candidate Details form



Fill out the **Candidate Details** form with your new candidate's information. Refer to the following table for information about each field.

**NOTE: Fields marked with an asterisk (\*) are mandatory but you may want to consider the additional fields below.**

Field	Description
First Name*	Enter the candidate's first name.
Middle Name(s)	This is not a mandatory field, but you can enter the candidate's middle name or names if necessary.
Last Name*	Enter the candidate's last name
Gender	This is not a mandatory field, but you can indicate the candidate's gender. The available options are <b>Male</b> , <b>Female</b> and <b>Not specified</b>
Candidate Ref	Give the candidate a unique reference code. If you do not provide a reference, Open Assess auto-generates one (for example, Auto1adcd540ab274644b30a513c8a1631d9)
Date of birth*	Use the date picker to enter the candidate's date of birth



The Candidate Ref could, for example, be the learner's centre ID or City & Guilds enrolment number.

#### 4. Choose the candidate's centre

Chose the centre that the candidate is associated with by ticking the box. Where you have more than one centre chose the appropriate one from the list.

Create Candidate - Associate Centres (Step 2 of 3)

Candidate: Sample Candidate

Search by Centre Name

All Centres

☒ Guide Centre

Back Continue Cancel

#### 5. Choose candidate's subjects

Select the Subject and Level of Functional Skills sample papers the candidate will need to access. This can be updated at a later date where the candidate progresses or adds new subjects to their programme.

Edit Candidate - Associate Subjects (Step 2 of 2)

Candidate: Smeeta Ghosh

Search by Subject Name, Subject Tag

All Subjects	Associated Centres
<input checked="" type="checkbox"/> Functional Skills Reading Level 1 Sample	OpenAssess, Global shared
<input type="checkbox"/> Functional Skills Reading Level 2 Sample	OpenAssess, Global shared
<input checked="" type="checkbox"/> Functional Skills Writing Level 1 Sample	OpenAssess, Global shared
<input type="checkbox"/> Functional Skills Writing Level 2 Sample	OpenAssess, Global shared
<input checked="" type="checkbox"/> [HTML] 4748-110 Functional Skills Engli...	OpenAssess
<input type="checkbox"/> [HTML] 4748-111 Functional Skills Engli...	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-113 Functional Skills Engli...	OpenAssess

Back Save Changes Cancel

**Note:** From 13 June 2023, the sample papers will be available in both original Flash and HTML formats to allow centres to get a feel for the difference in look and feel for each subject. Centres will be able to book tests in either format and they can be taken by candidates and marked by tutors. However, candidates will need have the HTML subject added to their account to allow them to be able to be booked to sit HTML tests.

HTML subjects are indicated by [HTML].

All Subjects	Associated Centres
<input checked="" type="checkbox"/> [HTML] 4748-110 Functional Skills Engli... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-111 Functional Skills Engli... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-113 Functional Skills Engli... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-114 Functional Skills Engli... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-119 Functional Skills Math... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] 4748-120 Functional Skills Math... ▼	OpenAssess
<input checked="" type="checkbox"/> [HTML] Familiarisation Tests	OpenAssess

## 6. Confirm candidate details

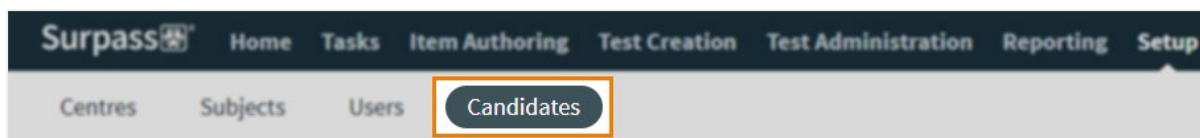
Select **Create Candidate** to create the candidate.

## How to upload candidates in bulk

You can use a spreadsheet to import up to 1,500 candidates in the **Candidates** screen.

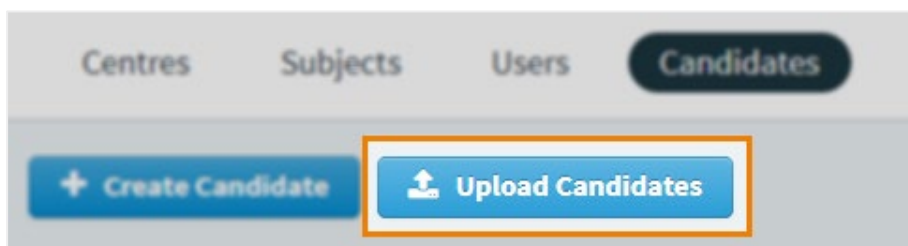
### 1. Go to the Candidates screen

To view the **Candidates** screen, go to Setup > **Candidates**.



### 2. Select Upload Candidates

Select **Upload Candidates** to open the **Upload Candidates** dialog.



### 3. Set up centre and subject associations

Before you can upload your candidates, you must first define their parent centre and subject(s).

Use the **Select Centre** menu to choose your centre.

Select the subjects you want to associate the candidates with by ticking the box in **Select Associated Subjects**. Use **Select/Deselect All** to select or clear all subjects.

#### 4. Create import spreadsheet

Select **Download Sample CSV** to download a template spreadsheet.

The following table lists all suggested columns in the template spreadsheet. Use this information to populate your spreadsheet. Use one row for each candidate.

	A	B	C	D	E	F	G	H	I	J
1	SCN	*Forename	Middlename	*Surname	Gender	*Date of Birth	Telephone	Email	Reasonable	Expiry date
2	CANDG01	One		Sample1		10.06.2001				
3	CANDG02	Two		Sample2		10.06.2002				
4	CANDG03	Three		Sample3		10.06.2003				
5	CANDG04	Four		Sample4		10.06.2004				
6	CANDG05	Five		Sample5		10.06.2005				
7	CANDG06	Six		Sample6		10.06.2006				
8	CANDG07	Seven		Sample7		10.06.2007				
9	CANDG08	Eight		Sample8		10.06.2008				
10	CANDG09	Nine		Sample9		10.06.2009				
11	CANDG10	Ten		Sample10		10.06.2010				

**NOTE: Columns marked with an asterisk (\*) are mandatory.**

Column	Description
SCN	Enter the candidates' unique reference codes.  <b>NOTE:</b> If this column is left blank, Open Assess will automatically generate a reference code for each candidate. You may wish to use candidate's C&G enrolment number or the learner's centre ID.
Forename*	Enter the candidates' first names.
Middlename	Enter the candidates' middle names, if available.
Surname*	Enter the candidates' last names.
Gender	Enter the candidates' genders.  Accepted values are <b>M, F, U</b> (Male, Female and Unspecified)
Date of Birth*	Enter the candidates' dates of birth in DD/MM/YYYY format.

*Save the spreadsheet in CSV format when complete.*

## 5. Upload spreadsheet to Open Assess

Select **Browse** in the **Upload Candidates** dialog to open your device's file explorer. Choose the spreadsheet to upload it to Surpass.

**Upload Candidates**

Select Centre

Guide Centre

Select Associated Subjects

Search for Subject...

- ☒ Functional Skills Writing Level 1 Sample
- ☐ Functional Skills Writing Level 2 Sample
- ☒ Functional Skills Reading Level 1 Sample
- ☐ Functional Skills Reading Level 2 Sample
- ☒ Functional Skills Maths Level 1 Sample

☐ Select/Deselect filtered subjects 3/6

☐ Select/Deselect All

Upload File

Browse

Download Sample CSV

Upload Cancel

When the spreadsheet has uploaded, its filename appears under **Upload File**.

**Upload File**

SampleCandidateImport.csv

Browse

## 6. Import candidates

Select **Upload** to import the candidates to your chosen centre and subject(s).

**Upload Candidates**

Select Centre

Guide Centre

Select Associated Subjects

Search for Subject...

☒ Functional Skills Writing Level 1 Sample

☐ Functional Skills Writing Level 2 Sample

☒ [HTML] 4748-110 Functional Skills Engli...

☐ [HTML] 4748-111 Functional Skills Engli...

☐ Select/Deselect filtered subjects 3/6

☐ Select/Deselect All

Upload File

SampleCandidateImport.csv Browse

Download Sample CSV **Upload** Cancel

Your candidates can now be viewed in the Candidates tab.

City & Guilds

Home

Test Administration

Setup

Subjects

Users

Candidates

+ Create Candidate

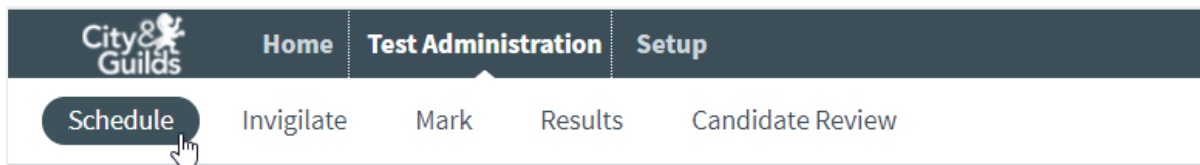
Upload Candidates

Search by First Name, Last Name, Ref

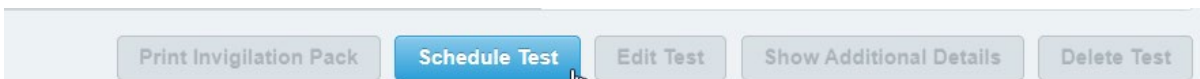
Last Name	First Name	Ref	Associated Centres
Sample1	One	CANDG01	Guide Centre
Sample10	Ten	CANDG10	Guide Centre
Sample2	Two	CANDG02	Guide Centre
Sample3	Three	CANDG03	Guide Centre
Sample4	Four	CANDG04	Guide Centre
Sample5	Five	CANDG05	Guide Centre
Sample6	Six	CANDG06	Guide Centre
Sample7	Seven	CANDG07	Guide Centre
Sample8	Eight	CANDG08	Guide Centre
Sample9	Nine	CANDG09	Guide Centre

## 7. Schedule a test

To view the **Schedule** screen, go to **Test Administration > Schedule**.



Select **Schedule Test** from the options available at the bottom right of your screen.



This will open the Schedule Test Wizard.

Choose your centre.

A screenshot of the Schedule Test Wizard. The first step, '1. Centre, Subject, Test & Date', is highlighted in orange. The main area shows the title 'Centre, Subject, Test & Date' and a form for 'Centre'. The 'Centre' dropdown menu is open, showing 'Select...' and 'Guide Centre' as options. A mouse cursor is pointing at 'Guide Centre'.

Choose your subject – we have introduced the new HTML versions of our sample papers in the Open Assess platform so that you and your learners can view the new look and feel tests, these tests can be taken and marked but the Candidate Review function will not be available until summer 2023.

Once we move over to HTML versions of live exams the Flash based sample papers will be removed.



The Flash versions of the tests appear as listed below:

1. Centre, Subject, Test & Date	Centre, Subject, Test & Date
2. Candidates	<b>Centre</b> _____
3. Delivery & Administration	<b>Centre</b> <input type="text" value="Guide Centre"/> <span>✕</span> <span>▼</span>
4. Review	<b>Subject &amp; Test</b> _____
	<b>Subject</b> <input type="text" value="Select..."/> <span>▼</span>
	<b>Familiarisation Tests</b>
	Functional Skills Writing Level 1 Sample
	Functional Skills Writing Level 2 Sample

[HTML] appears next to each new HTML test.

The HTML versions are listed as follows:

Schedule Test Wizard	
Schedule Invigilate Mark Results Candidate Review	
1. Centre, Subject, Test & Date	Centre, Subject, Test & Date
2. Candidates	<b>Centre</b> _____
3. Delivery & Administration	<b>Centre</b> <input type="text" value="OpenAssess"/> <span>✕</span> <span>▼</span>
4. Review	<b>Subject &amp; Test</b> _____
	<b>Subject</b> <input type="text" value="Select..."/> <span>▼</span>
	[HTML] 4748-110 Functional Skills English Reading Level 1 Sample
	[HTML] 4748-111 Functional Skills English Writing Level 1 Sample
	[HTML] 4748-113 Functional Skills English Reading Level 2 Sample
	[HTML] 4748-114 Functional Skills English Writing Level 2 Sample
	[HTML] 4748-119 Functional Skills Mathematics Level 1 Sample
	[HTML] 4748-120 Functional Skills Mathematics Level 2 Sample
	[HTML] Familiarisation Tests
	Familiarisation Tests
	Functional Skills Maths Level 1 Sample

Next choose your test:

City & Guilds Home Test Administration Setup

Schedule Invigilate Mark Results Candidate Review

Schedule Test Wizard

1. Centre, Subject, Test & Date

Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

**Centre**

Centre

Guide Centre

**Subject & Test**

**Subject**

Functional Skills Maths Level 1 Sample

**Test**

Select...

Maths Level 1 Sample

Under the Test Form drop down you can select which sample paper to allocate or allow the platform to randomly allocate a paper.

City & Guilds Home Test Administration Setup

Schedule Invigilate Mark Results Candidate Review

Schedule Test Wizard

1. Centre, Subject, Test & Date

Centre, Subject, Test & Date

2. Candidates

3. Delivery & Administration

4. Review

**Centre**

Centre

Guide Centre

**Subject & Test**

**Subject**

Functional Skills Maths Level 1 Sample

**Test**

Maths Level 1 Sample

**Test Form**

Select...

Automatic selection

Sample 1

Sample 2

Sample 3

## Choose your date

The default date will be today's date or you can use the calendar icon to schedule a test date up to 30 days in advance.

The screenshot shows a form titled 'Centre, Subject, Test & Date'. On the left is a sidebar with four steps: 1. Centre, Subject, Test & Date (highlighted), 2. Candidates, 3. Delivery & Administration, and 4. Review. The main form area has a 'Centre' label followed by a text input field containing 'Guide Centre'. Below this is a calendar pop-up for June 2021. The calendar shows days from 1 to 31, with the 18th highlighted in orange. To the right of the calendar is a date input field containing '18/06/2021'. Below the date field is a 'Time' section with 'Start Time' and 'End Time' labels. The 'Start Time' field contains '00:00' and the 'End Time' field contains '23:59'. Both time fields have a clock icon and an information icon.

## Schedule across multiple days

Select the Multiple day test option and your test will be valid between the dates chosen to allow the candidate flexibility around when they sit the test.

The period in which the test can be taken, cannot be scheduled more than 30 days in advance.

The screenshot shows the 'Date' section of the form. It has a label 'Date' followed by a horizontal line. Below this is a checkbox labeled 'Multiple day test' which is checked. Underneath are two date fields: 'Start Date' and 'End Date'. The 'Start Date' field contains '18/06/2021' and the 'End Date' field contains '09/07/2021'. Both date fields have a calendar icon and an information icon.

**PLEASE NOTE:** Once the time period that the test has been booked for has passed, candidates and tutors will not be able to access the test.

## Choose your time

The default time allows your test to be taken at any time on the date(s) chosen so unless you want the learner to sit the test at a specific time on the chosen date, this can be left as it is.

**Time**

**Start Time**  
00:00

**End Time**  
23:59

Select Next to continue.

Choose from the list of registered candidates, individually or select all using the box at the top left.

1. Centre, Subject, Test & Date	Candidates				
2. Candidates	<div>Reset Filters</div>				
3. Delivery & Administration	<input checked="" type="checkbox"/>	Candidate ref.	First Name	Last Name	Date of Birth
4. Review	<input type="checkbox"/>				
	<input checked="" type="checkbox"/>	CANDG01	One	Sample1	10/06/2001
	<input checked="" type="checkbox"/>	CANDG10	Ten	Sample10	10/06/2010
	<input checked="" type="checkbox"/>	CANDG02	Two	Sample2	10/06/2002
	<input checked="" type="checkbox"/>	CANDG03	Three	Sample3	10/06/2003
	<input checked="" type="checkbox"/>	CANDG04	Four	Sample4	10/06/2004
	<input checked="" type="checkbox"/>	CANDG05	Five	Sample5	10/06/2005
	<input checked="" type="checkbox"/>	CANDG06	Six	Sample6	10/06/2006
	<input checked="" type="checkbox"/>	CANDG07	Seven	Sample7	10/06/2007
	<input checked="" type="checkbox"/>	CANDG08	Eight	Sample8	10/06/2008
	<input checked="" type="checkbox"/>	CANDG09	Nine	Sample9	10/06/2009

Select Next to continue.

The options in this screen are selected by default.

1. Centre, Subject, Test & Date	Delivery & Administration
2. Candidates	<b>Delivery</b>
3. Delivery & Administration	<input checked="" type="checkbox"/> Deliver different tests to candidates
4. Review	<b>Language</b>
	Language English
	<b>Invigilate</b>
	<input checked="" type="checkbox"/> Schedule for Invigilate



**Edit Candidate Exam Duration**

**Candidate Exam Details**

Candidate: HTML Learner

Candidate ref.: HTML

Standard Duration: 105 mins

Pre-registered Additional Time: None

Break Time: No breaks set

**Exam Duration Adjustments**

Duration: 210 (100.00% extra)

Maximum Duration: 210

Reason for Additional Time: Extra time only - hearing impairment

OK Cancel

You must select a reason in the 'Reason for Additional Time' menu.

HTML] 4748-119 Functional Skills M...  
Computer-based Test

Last Name

**Edit Candidate Exam Duration**

**Candidate Exam Details**

Candidate:

Candidate ref.:

Standard Duration:

Pre-registered Additional Time:

Break Time:

**Exam Duration Adjustments**

Duration:

Maximum Duration:

Reason for Additional Time:

Extra time only - hearing impairment

Extra time only - learning difficulties

Extra time only - physical impairment

Extra time only - visual impairment

Reader - hearing impairment

Reader - learning difficulties

Reader - physical impairment

Reader - visual impairment

Writer - hearing impairment

Writer - learning difficulties

Writer - physical impairment

Writer - visual impairment

Reader and writer - hearing impairment

Reader and writer - learning difficulties

Extra time only - hearing impairment

OK Cancel

Once added, the extra time added will show in the Duration column in the Review screen.

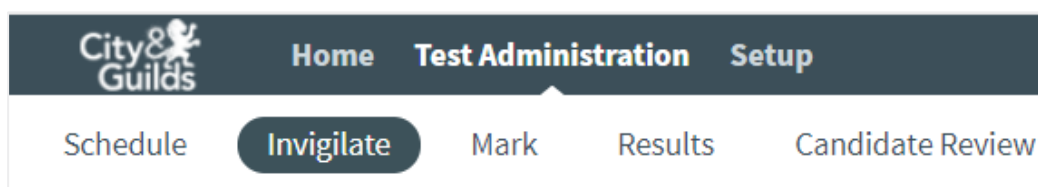
Duration
105 + 105

PLEASE NOTE: Candidates must sit their test within the time frame allocated – tests which are not started or finished and submitted will automatically auto-void and the candidate will not be able to take them.

## 8. Invigilation

All scheduled tests will appear in the Invigilate screen. You can print or save as a pdf the Invigilation packs which contain the PIN and key code that the learner will need to access the test. This tab also allows you to pause or void a test and see if a test has been submitted and is ready to mark.

To view the **Invigilate** screen, go to **Test Administration > Invigilate**.

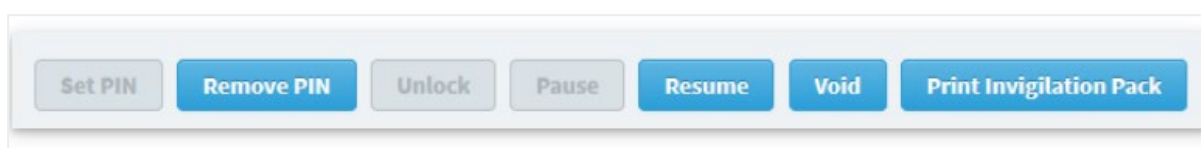


The **Invigilate** grid lists all live tests you have access to.

<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre Name	Subject	Start Date	End Date	Start Time	End Time	Candidate	Candidate ref.	Invigilated	Duration
<input type="checkbox"/>		Q		Q	Q		Q	Q	Q	Q	Q	Q	(All)	Q
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	TMV73FKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	One Sample1	CANDG01	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	9X7YGPKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Two Sample2	CANDG02	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	FW9FLJKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Three Sample3	CANDG03	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	937NQCKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Four Sample4	CANDG04	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	QBM47DKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Five Sample5	CANDG05	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	YJXX94KL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Six Sample6	CANDG06	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	TBFW43KL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Seven Sample7	CANDG07	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	KXRC6W...	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Eight Sample8	CANDG08	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	GPBP8BKL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Nine Sample9	CANDG09	Yes	60
<input type="checkbox"/>		NXMWHH	Reading Familiarisation Test	FWVB67KL	Guide Centre	Familiarisation Tests	18/06/2021	09/07/2021	00:00:00	23:59:00	Ten Sample10	CANDG10	Yes	60

## Actions in the Invigilate screen

There are many actions you can take on the Invigilate screen. Not all options are available for all tests. Select the line of the test you wish to interact with and choose an action.



All tests will be have the Keycode and PIN created automatically so there is no need to use the Set, Remove or Unlock PIN features.

## Pause

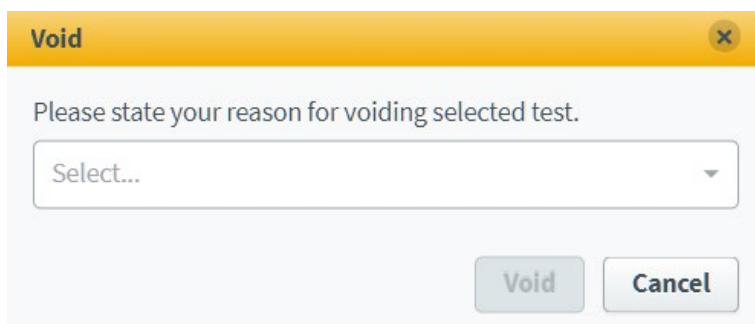
Pauses the selected test, this freezes the test timer and prevents the candidate from interacting with the test. Select Resume to restart the timer and allow the candidate to continue.

## Void

Cancels the selected test.

Before you can void a test, you must provide a reason. The available options are:

- Not yet started,
- Absent,
- Withdrawn,
- Partially Completed, and
- Other.



Void

Please state your reason for voiding selected test.

Select...

Void Cancel

If you select **Other**, you must provide a written explanation for the void.

## Invigilation Pack

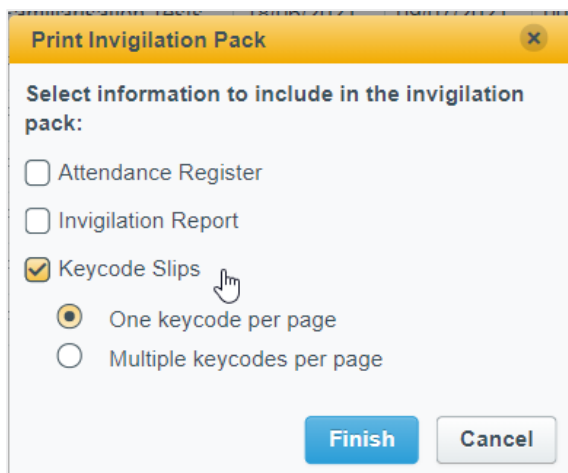
**Keycode Slip** – This lists candidate-specific details, including each candidate's unique keycode. You can print all keycodes on one page for invigilators or print one keycode per slip for candidates. Alternatively you can save these as pdfs to email or share with your candidates.



- Select a test session.
- In the **Invigilate** grid, select the test sessions you want to print an invigilation pack for. Use Shift to select multiple tests.
- Select Print Invigilation Pack.
- Select **Print Invigilation Pack** to open the Print Invigilation Pack dialog.



- Select the invigilation pack documents.
- In the **Print Invigilation Pack** dialog, you can select the documents you want to include in your invigilation pack.
  - The Keycode slips will provide the candidates with their Key Code and you will need to give the candidate the session PIN as well.
- To do this, select the lines.



- Select Finish to print or save.
- At this point in the printer dialogue box you can 'print' to pdf and save the document to email to the candidate.
- If you only have one candidate, the Attendance Register will contain both the Key Code and the PIN number and this can be used instead.

## 9. Test Delivery

Open Assess tests are designed to be taken online, using a web-browser.

- Existing tests in Open Assess use Flash content and need to be taken via Surpass Viewer.

- New HTML sample tests do not require Surpass Viewer and can be accessed via a regular web-browser, such as Google Chrome, Mozilla Firefox or Microsoft Edge.

## Surpass Viewer (Flash only)

There is a link to download the viewer on the homepage of Open Assess or you can use the link provided in the installation guide below. This will only need to be done the first time you use Open Assess to take, mark or review a test.

## Download the Surpass Viewer Installer

Navigate to: <http://viewer.surpass.com>

Although you will see a mac version, this is not currently supported for Open Assess. Please select **Download Windows Installer**

The Surpass Viewer Installer for Windows can be downloaded using Google Chrome, Mozilla Firefox, Microsoft Edge, or Internet Explorer 11.

Once downloaded, open the file to install the Surpass Viewer. Select **Show in Folder** to open the **Downloads** folder and open it from there.

## Launch the Surpass Viewer

Once installed, open the Surpass Viewer to launch it. You can find the Surpass Viewer in your local folder (C:\Users) on Windows, unless your default installation location has been changed.

**TIP: Drag the application onto your desktop to create a shortcut.**

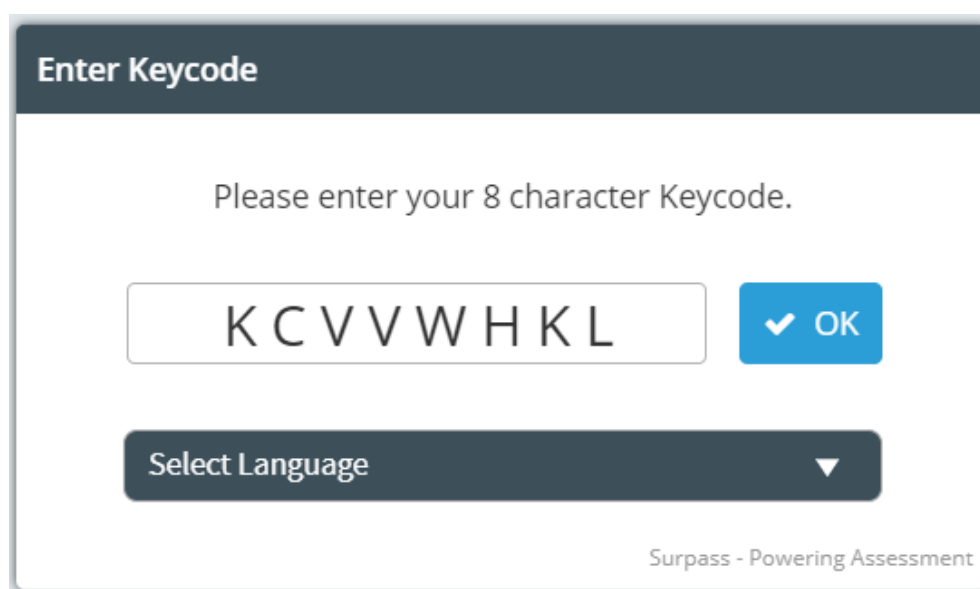
## Taking a test

When the candidate is ready to sit their test, they will need to enter the following URL in the address bar:

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

- If they are sitting an existing Flash test, the URL will need to be entered via Surpass Viewer.
- If they are sitting a new HTML test, the URL can be entered in a regular web-browser (Surpass Viewer is not required for HTML tests).

This will launch the keycode screen:



Enter Keycode

Please enter your 8 character Keycode.

K C V V W H K L

✓ OK

Select Language ▼



Surpass - Powering Assessment

This link can also be found on the homepage and once the candidate has entered it in the viewer, it will show up on their list as a recently accessed link if they are sitting more than one test. The default language is English.

## Starting a test

Enter the keycode and select OK.

Confirm Details



Last name: SAMPLE1

First name: One

Candidate ref.: CANDG01

Test Name: Writing Level 1 Sample

Language: English

Are the details above correct?



✓ Confirm

✕ Cancel

Surpass, Powering Assessment

Confirm their details, accept the terms and select Continue.

Agree to Terms



By ticking this box you confirm your details are correct and you accept the awarding organisation's code of conduct.

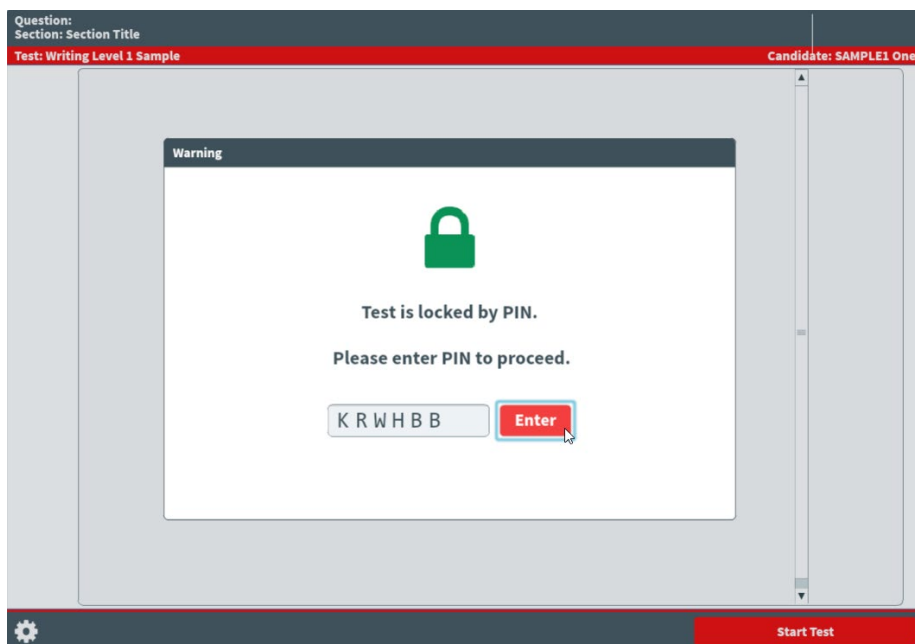
☒ I accept these terms.

✕ Exit

✓ Continue

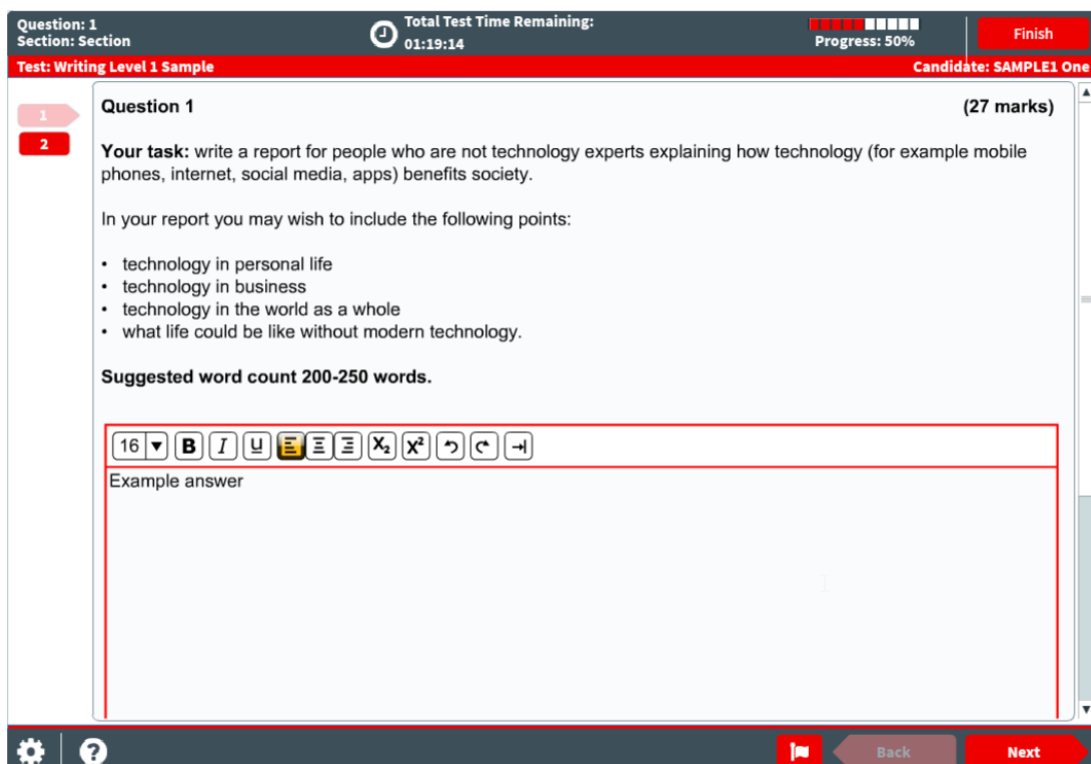
Surpass, Powering Assessment

Enter the PIN and select Enter.



The test will open to the introduction page with details of the test, examples of questions and general instructions.

Select **Start Test** when ready.



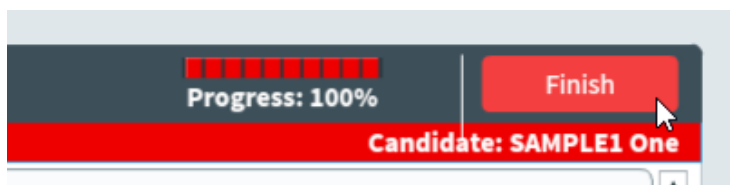
The

candidate can navigate through the questions freely, using either the numbered tabs at the side or the next button at the bottom.

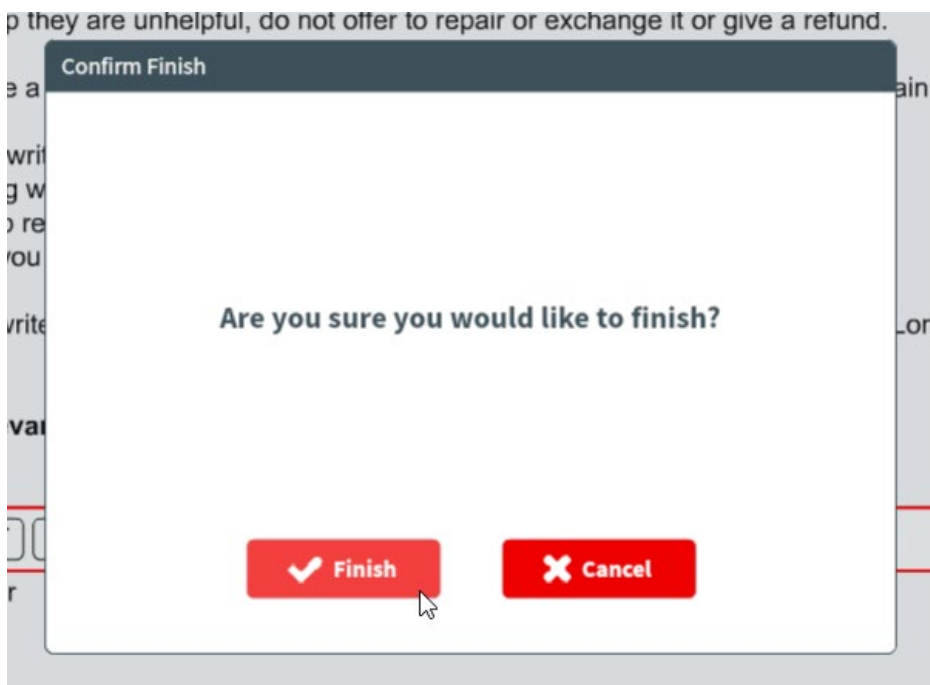
When all the questions have been answered, the progress bar will move to 100% and the candidate can submit the test for marking.

## Submitting a test

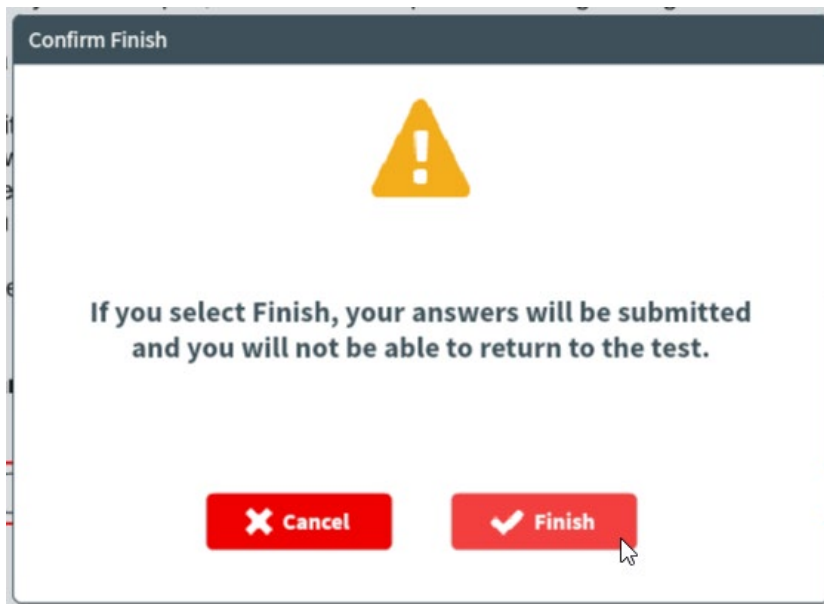
Select **Finish**.



Confirm or select **Cancel** to return to the test.



Confirm again or select **Cancel** to return to the test.



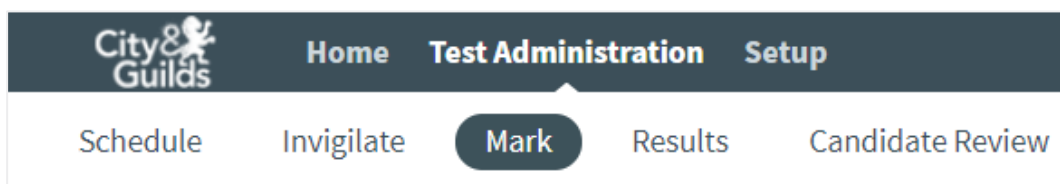
The test will close but the test window will remain open but blank. The candidate can now close the web-browser (or Surpass Viewer).

## 10. Marking

Surpass Viewer is required to view and mark existing Flash tests. The tutor should open Surpass Viewer and login in to Open Assess and access the mark tab this way. If marking new HTML tests, these can be marked via Surpass Viewer or via a regular web-browser.

The **Mark** tab is where users can view and mark candidates' completed test scripts.

To view the **Mark** screen, go to **Test Administration > Mark**



Once a test arrives in the Mark tab, the tutor has a calendar month in which to complete the marking of the script. If the test is not marked within this window, it will auto-void and the tutor and candidate will not be able to access the test.

The Mark grid lists all tests available to mark and their progress. Where questions are auto-marked by the platform, there may already be a progress percentage showing.

Subject	Test Name	Test Form ...	Centre Name	Centre Ref...	Last Name	First Name	Completed...	Max Mark ...	Mark Awar...	Percent	Marking Pr...
Functional Skil...	Writing Level 1...	23.06.21	Guide Centre	99OAG	Sample1	One	29.06.2021	54	0	0%	Not started

Select the line you wish to mark and select Mark Script.




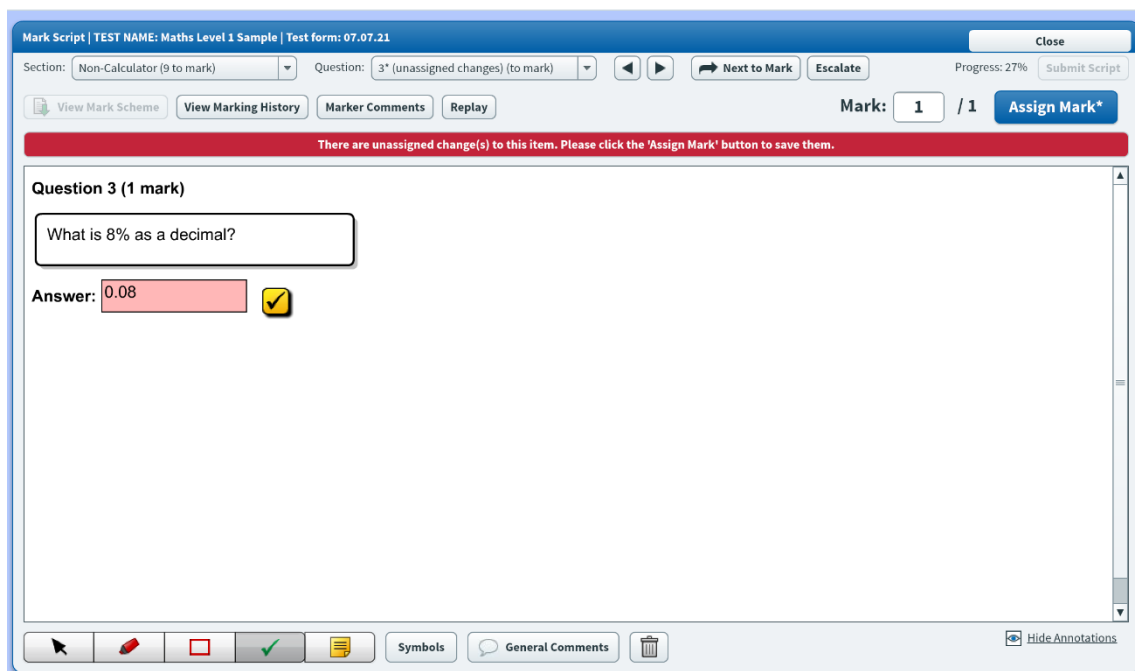
You will need to download a copy of the mark scheme for the sample paper you are marking from the 4748 Qualification Page.



## Reading and Maths tests marking screens (Flash only)

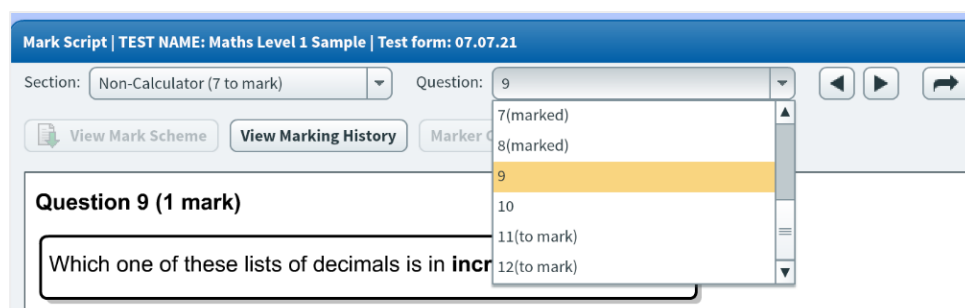
Check each response against the mark scheme and change the '0' in this mark box to the value of marks you are awarding.

You may wish to give more detailed feedback about a candidate's response to a question and this can be done by selecting the 'Note'  icon



The screenshot shows the Mark Script interface for a test named 'Maths Level 1 Sample' with test form '07.07.21'. The section is 'Non-Calculator (9 to mark)' and the question is '3\* (unassigned changes) (to mark)'. The progress is 27%. The current mark is 1 / 1. A red banner at the top states: 'There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.' The question is 'Question 3 (1 mark)' with the text 'What is 8% as a decimal?'. The answer is '0.08' in a red box, followed by a yellow checkmark icon. The bottom toolbar includes icons for navigation, highlighting, and a 'General Comments' button.

The system is set up to auto-mark some questions and the marking tool will skip over these to get to the next question that requires marking. You can move back and forwards using the arrow keys or select the question that you want to review from the dropdown menu, including the questions which have been automarked:



The screenshot shows the Mark Script interface for the same test. The section is 'Non-Calculator (7 to mark)' and the question is '9'. A dropdown menu is open, showing a list of questions: '7(marked)', '8(marked)', '9' (highlighted in yellow), '10', '11(to mark)', and '12(to mark)'. The question text is 'Question 9 (1 mark)' and the text 'Which one of these lists of decimals is in incr' is visible.

You can give rich feedback by utilising the highlight and rectangle tools as well as applying ticks to correct parts of the calculations and feedback:

Mark Script | TEST NAME: Maths Level 1 Sample | Test form: 07.07.21

Section: Calculator (13 to mark) Question: 14\* (unassigned changes) (marked) Progress: 100% Submit Script

View Mark Scheme View Marking History Marker Comments Replay Mark: 5 / 6 Assign Mark\*

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

What should he decide to do? Explain your answer using figures.

**Show your working**

Members:  
 $(£20 + £16) \times 12 = £720$  membership  
 $2 \times £15$  for insurance  
 Uniform -  $(£95 \times 2) - 20\% = £152$   
 TOTAL - £902  
 Non Members ☒

**Decision:** Non-Member

**Explanation**  
 It is £240 a year cheaper not to be members because they don't attend all the sessions

You appear to have made a mistake in calculating the membership fees which should have been £432 not £720

Hide Annotations

## Writing Mark Screens (Flash only)

Using the mark schemes downloaded from the 4748 Qualifications page, allocate the marks against each of the four areas below for each activity.

Once you have allocated the marks, click on the **Assign Mark** button.

click the 'Assign Mark' button to save them

**Learning Outcomes**

Composition	5 / 15
Grammar	4 / 4
Punctuation	4 / 4
Spelling	1 / 4

Mark: 14/27 **Assign Mark**

You can use the features at the bottom to give feedback.

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

Subject: Heath & Safety

Hello Mr Freeman, ✓

I sending you this email as I have noticed a number of health & safety issues around the office and thought you should be made aware.

- a missing fire extinguisher

The is a fire extinguisher missing in the kitchen and as you know the microwave has been very unpredicatble recently so there is a fire risk and we should be prepared. Either a new fire extinguisher or a fire blanket would be the best way to respolve this issue.

- a fire door propped open

It has been very warm recently and the typing pool have taken to propping open the fire door between the main server room and their office. This protection. I think we ☐ sweep through the building and with the fire door open there would be no y the doors are so important.

- a blocked fire exit

At the other end of t cupboard. This mea overstocked, can we

- people smoking w

I noticed that people a smoking area in th

I hope you don't mir Kind regards,

Word count 286

Correct salutation - if a little formal and the valediction is acceptable





been blocked by boxes of stationary which cannot fit into the stationary ts wouldn't be able to escape out the fire door. As this stationary is a refund? moke. ont of the office which is not a very inviting sight for visitors. Could we instate somewhere pleasant to go for their break?

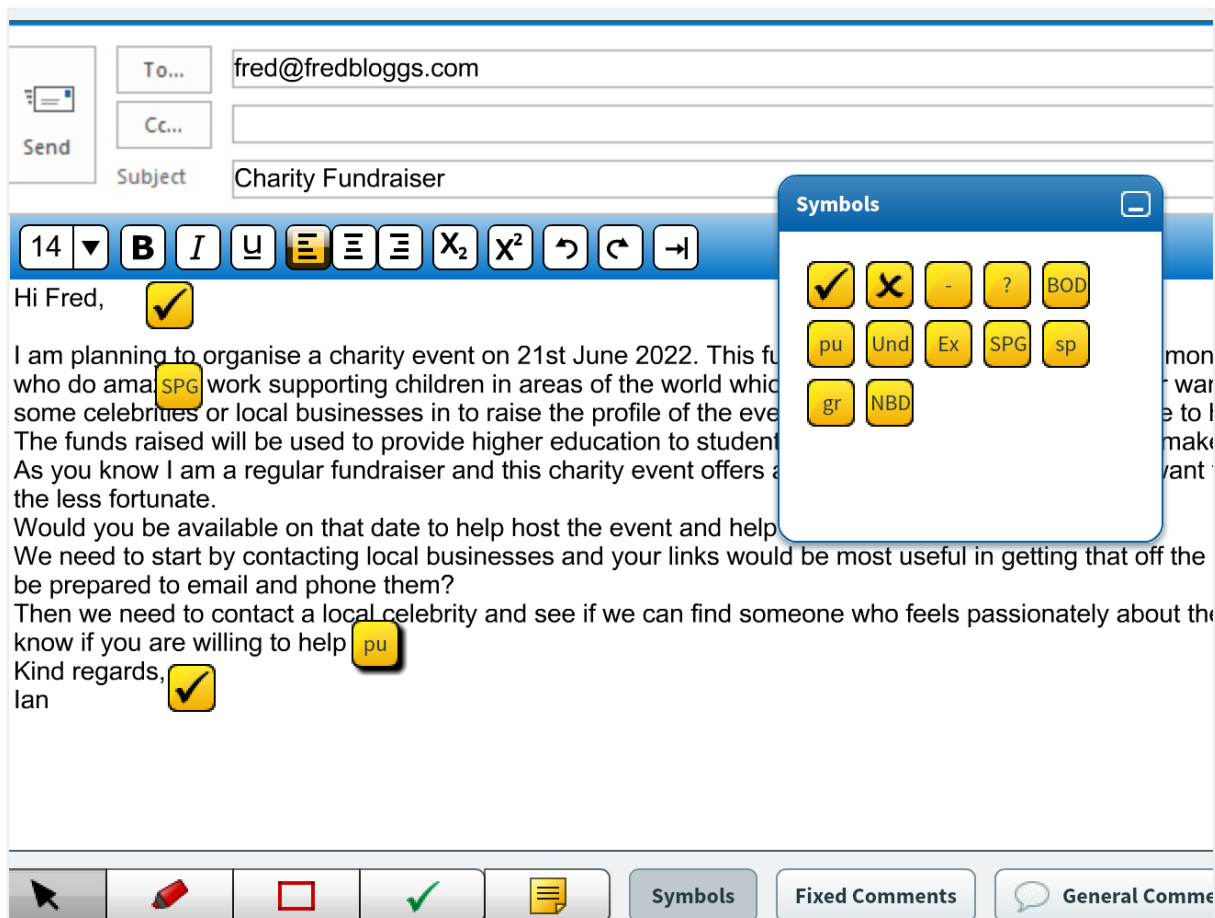
u need me to do anything let me know.

There is an option to use symbols to demonstrate elements of marking. When you click on Symbols a floating menu appears and these icons can be dragged across onto the text.

The key is as follows:

	Correct
	Incorrect
	Seen but attracts no credit
	Expression unclear
	Benefit of the doubt
	Punctuation
	Understanding
	Explanation

	Spelling, punctuation and grammar
	Spelling
	Grammar
	No benefit of doubt



Hi Fred,

I am planning to organise a charity event on 21st June 2022. This fund-raising event is for those who do amazing work supporting children in areas of the world which are not well known. We want some celebrities or local businesses in to raise the profile of the event. The funds raised will be used to provide higher education to students in need. As you know I am a regular fundraiser and this charity event offers a great opportunity for the less fortunate.

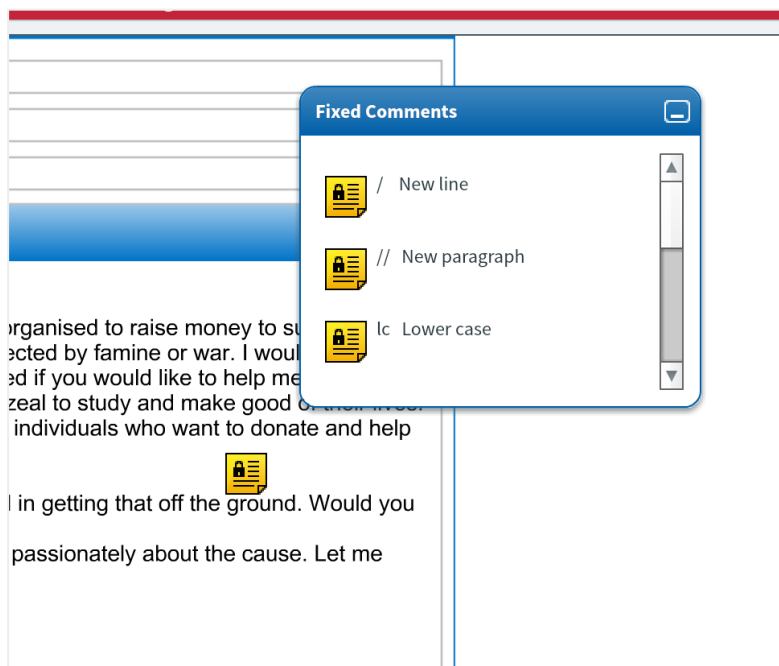
Would you be available on that date to help host the event and help us raise the funds? We need to start by contacting local businesses and your links would be most useful in getting that off the ground. We will be prepared to email and phone them?

Then we need to contact a local celebrity and see if we can find someone who feels passionately about the cause. Do you know if you are willing to help?

Kind regards,

Ian

There is also a range of fixed comments which can be applied to the candidate's script:

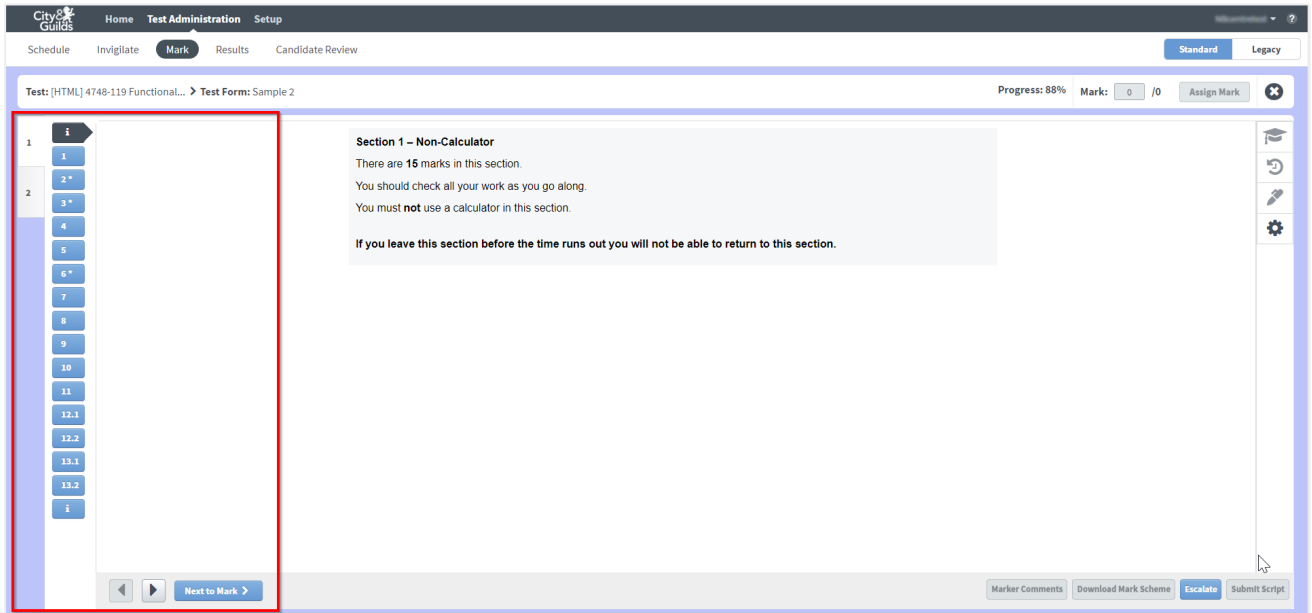


Fixed Comments
/ New Line
// New Paragraph
lc Lower case
caps Capitals
Coherence
Register
Structure
Format

Once you have completed your marking, click on “Submit”  
Please do not use the “Escalate” button as this is only for our live platform.

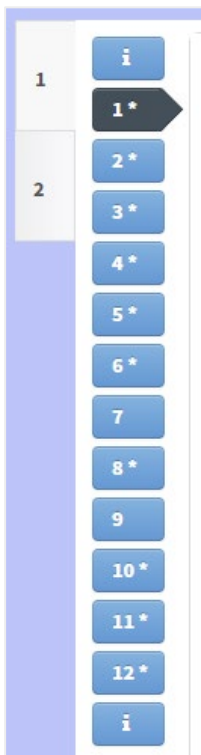
## HTML Mark screen (HTML only)

When opening a HTML test to mark, any introduction pages will be shown first.



Questions which require marking are indicated in the question list to the left, with an asterisk.

Click on a question to view it or use the 'Next to Mark' button to navigate through the questions. Questions without an asterisk are either auto-marked or have not answered by the candidate.

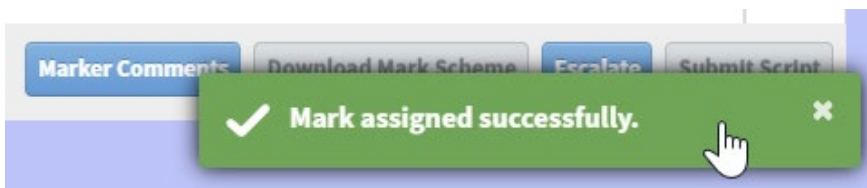


Check each response against the mark scheme and change the '0' in this mark box to the value of marks you are awarding.



Mark:  /1 Assign Mark

The following message will appear in the right side of the screen once a mark has been successfully assigned:

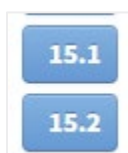


When you have finished marking all answered questions, the progress bar will move to 100% and the **Submit Script** button will activate. Once submitted, the script will flow through to the Results tab.



## Maths only

- For some questions, if answered correctly Open Assess will recognise and pre-populate the mark. This mark will still need to be confirmed by the tutor by pressing 'Assign Mark'.  
**Marks can be manually overridden if required.**
- For some larger tasks, the marking is broken down into two or three parts. These questions will appear like this in the question list:



Each question part will require an individual mark to be applied.

## Writing only

Using the mark schemes downloaded from the 4748 Qualifications page, allocate the marks against each of the four areas below for each activity.

Once you have allocated the marks, click on the **Assign Mark** button.

Learning Outcomes	
Composition	<input type="text" value="0"/> / 15
Grammar	<input type="text" value="0"/> / 4
Punctuation	<input type="text" value="0"/> / 4
Spelling	<input type="text" value="0"/> / 4

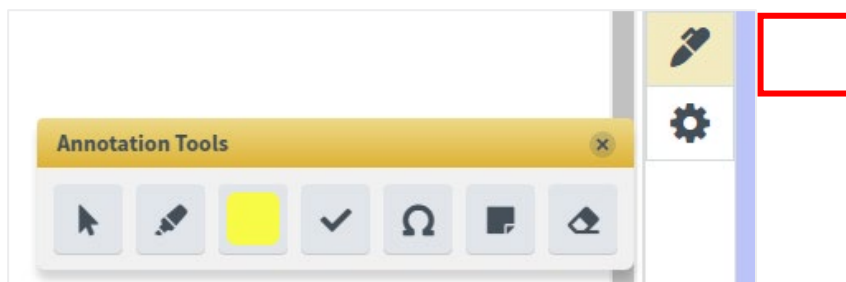
**Mark: 0 / 27** [Assign Mark](#)







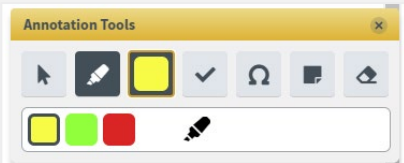

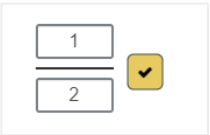
## Annotations (HTML only)


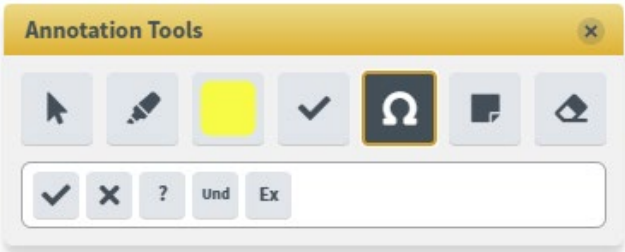
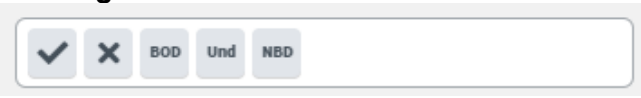
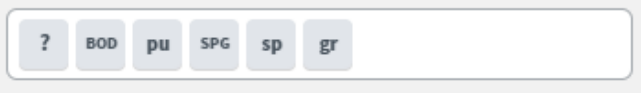


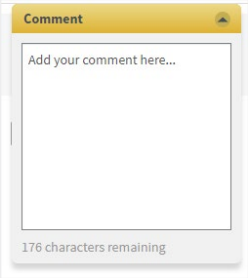
A range of annotation tools will be available depending on the subject.

Click on the **Annotations** button on the right side of the screen to open the annotation tool menu.



The annotations toolbar contains the following tools:

Button	Description
<b>Cursor</b> 	Allows you to select question content. It also allows you to move annotation made.
<b>Highlight Line</b> 	Allows you to draw a semi-transparent horizontal line across answers. 
<b>Highlight Colour</b> 	Allows you to change the colour of the highlight. Colours available: yellow, green, and red. 
<b>Tick</b> 	Allows you to leave a stamped tick mark on the item content. 

<p>Symbols</p> 	<p>Allows you to place a stamped symbol on the answer content. The symbols available will vary depending on the subject.</p> <p><b>Maths:</b></p>  <p>? = expression unclear Und = understanding Ex = explanation</p> <p><b>Reading:</b></p>  <p>BOD = benefit of doubt Und = understanding NBD = no benefit of doubt</p> <p><b>Writing:</b></p>  <p>? = expression unclear BOD = benefit of doubt pu = punctuation SPG = spelling, punctuation and grammar sp = spelling gr = grammar</p>
<p>Comments</p> 	<p>Allows you to add a text box overlaying the item.</p>  

Eraser	Allows you to delete annotations that have been added.
--------	--

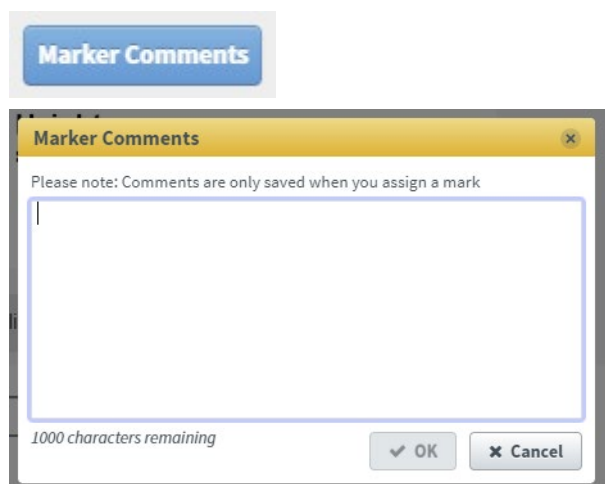


To add annotations, select the annotation tool needed. Once activated, click on to the question or answer content when. The annotation will 'stamp' onto the content. The highlighter will need to be drawn horizontally.

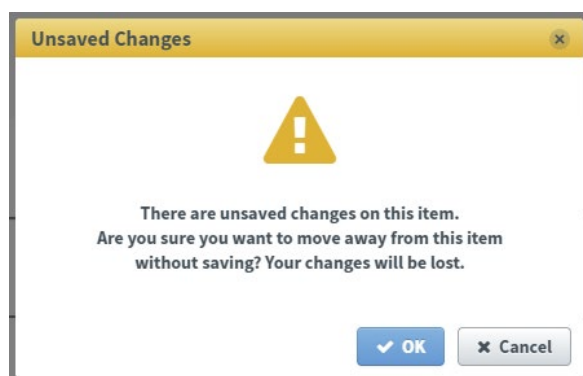
## Marker Comments

Additional marker comments can also be added for each question.

Click the 'Marker comments' box. A text box will appear over the question for comments to be added.

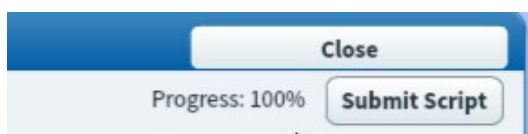


**Important:** any annotations or comments added to a question must be 'saved'. Saving is activated by clicking the 'Assign Mark' button. If changes to the mark or annotations are not saved, the following warning will appear. Click **Cancel > Assign Mark** to go back and save any changed to the question.

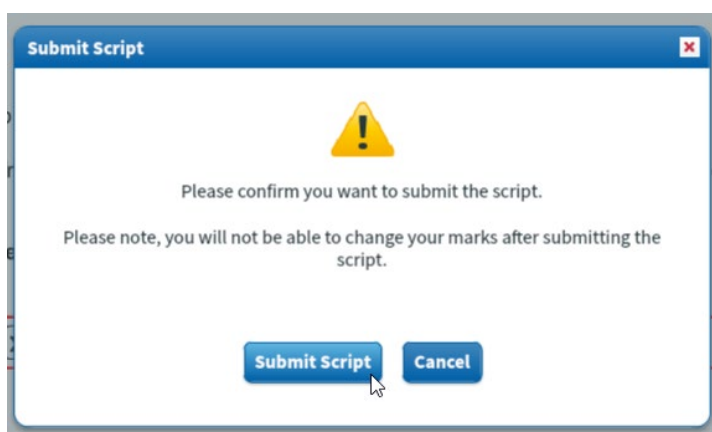


## Completing Marking (Flash and HTML)

When you have finished marking all answered questions, the progress bar will move to 100%. Select **Submit Script**.



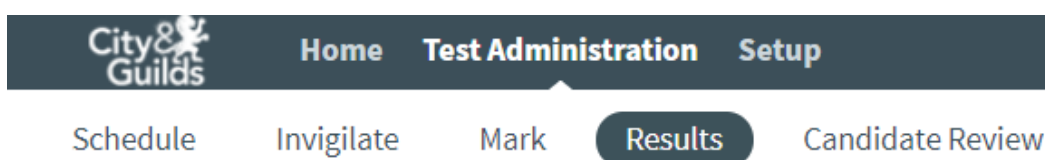
Confirm or select Cancel to return to marking.



The test will now move out of the **Mark** tab and into the **Results** tab.

## 11. Results

To view the **Results** screen, go to **Test Administration > Results**



In the Results screen, you can view and manage candidates' completed scripts. This includes activities such as viewing candidate and test breakdowns.

	Keycode	Last name	First name	Subject	Test Name	Candidate ref.	Percent	Mark	Centre Name	Completed	Duration
	Q	Q	Q		Q	Q	Q		Q	06/05/2023 - ...	

There are several reports available on the results screen.

Select the line and choose from the options available to save or print.



The raw marks and percentage presented should be compared with the indicative pass mark range available from the 4748 Qualification page to make a judgement about the candidates' performance.

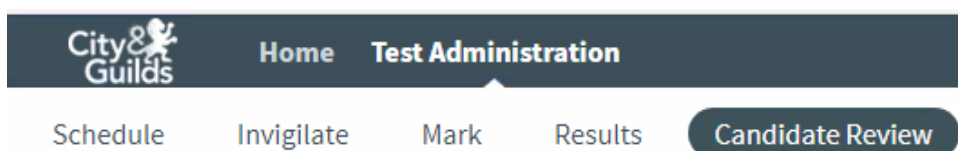
No Pass/Fail result will be shown on this screen, although this will appear on the candidate breakdown.

## 12. Candidate Review

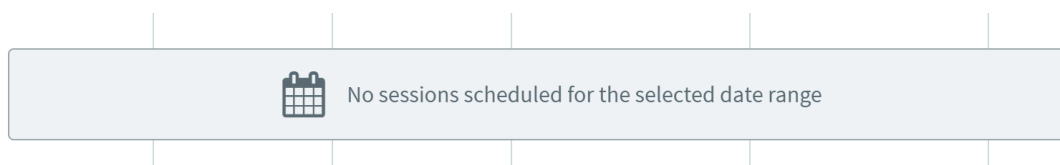
A candidate review session allows candidates to re-enter their tests to review the items and their responses. In Surpass, the **Candidate Review** screen is where candidate review sessions are scheduled for a specific date and time.

**Important:** Candidate Review is currently only available for existing Flash tests. This feature is not yet available for new HTML tests, but will be available shortly. Please ensure you are signed up for email updates so that you are notified when we amend this guide

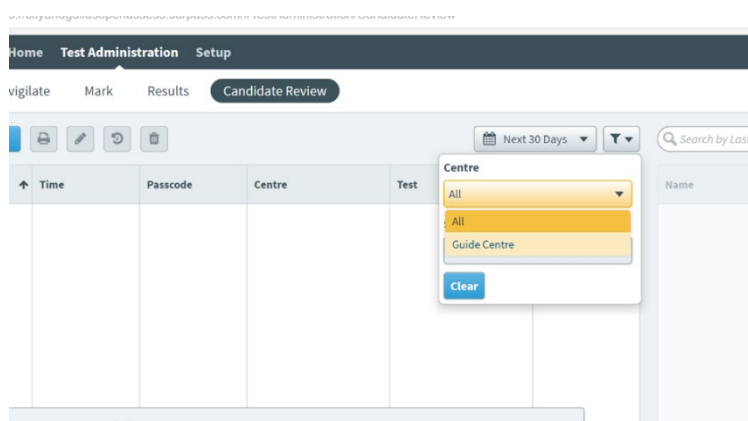
To view the **Candidate Review** screen, go to **Test Administration > Candidate Review**.



When you arrive on this screen it will be displaying a message:



You need to change the Filter option from **All Centres** to your own centre:



The **Schedule Review** grid in the **Candidate Review** screen will list all available sample tests available for candidate review sessions.

City & Guilds Home Test Administration Setup AmandaP ?									
Schedule Invigilate Mark Results Candidate Review									
+ Schedule Review [Print] [Edit] [Refresh] [Delete] Next 30 Days Search by Last Name, Candidate Ref, Keycode									
Date	Time	Passcode	Centre	Test	No. of Candidates	Name	Candidate Ref.	Keycode	Completed Date
07/12/2021 > 05/01/2022	00:00 > 23:59	1CZUJH	Guide Centre	Writing Level 1 Sample	1	Mandy Miles	Kel1	79VRTXKL	14/11/2021
23/12/2021	00:00 > 23:59	6RNJ8R	Guide Centre	Maths Level 1 Sample	1				

**Important:** If you see any [HTML] tests in the drop-down, please do not schedule as this feature is not yet available.

## Schedule a review

The review function allows the candidate to see the test and the marks awarded and any rich feedback which has been applied. The default setting is to allow the paper to be reviewed for 30 days but it is possible to extend that period to allow the candidate and tutor to revisit the paper over time.

Select **+ Schedule Review** to open the **Schedule Candidate Review** wizard.



Select a date range if the test required is outside of the default 30 days.

If there are a number of completed exam scripts available to be reviewed, select a subject, test, and test form (If there is only one available, those fields will auto-complete).

Select  to proceed.

Choose candidates.

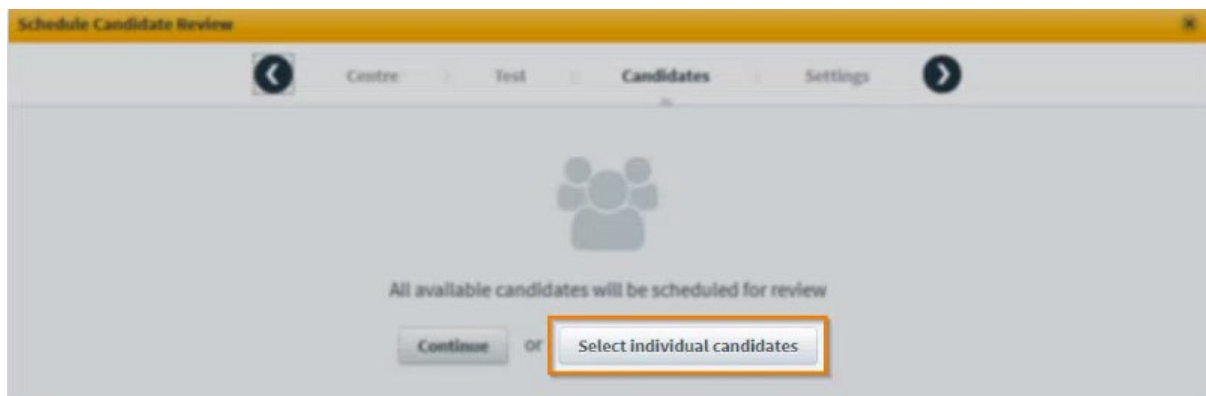
In the Candidates tab of the Schedule Candidate Review wizard, you can choose to schedule all available candidates or select individual candidates for a candidate review session. To schedule all available candidates, select Continue to proceed.

Select  to proceed.

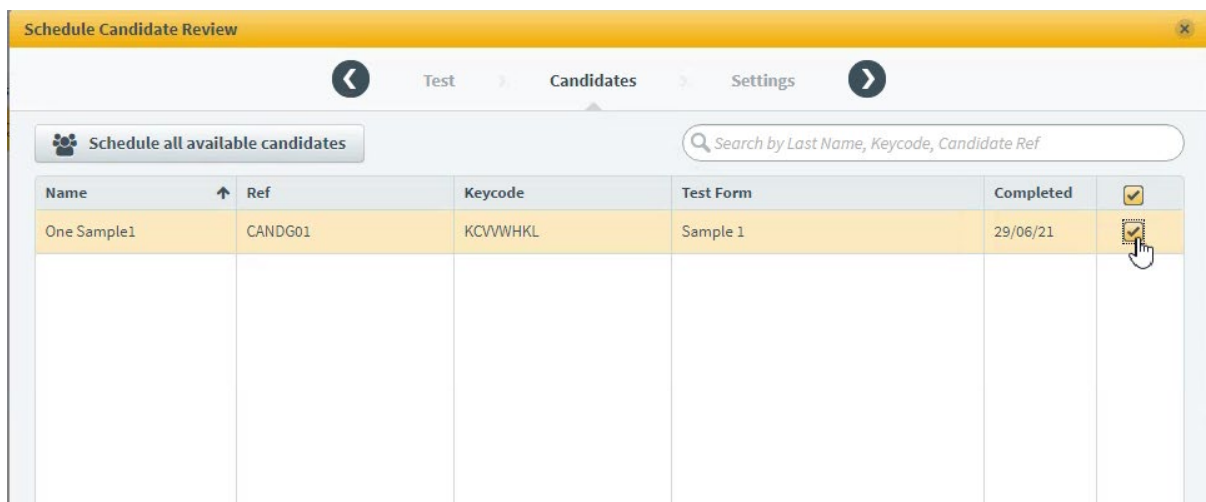
Selecting individual candidates.

You can schedule particular candidates for a candidate review session.

Choose Select individual candidates to schedule specific candidates for the candidate review session.



In the Candidates tab, you can view all candidates who sat the test. Select Schedule all available candidates to select all candidates in the list. You can search for available candidates in the free text search field.



Select  to proceed.

Define candidate review settings.

In the Settings tab of the Schedule Candidate Review wizard, you can define the settings for the candidate review session.

This will automatically generate a six-digit passcode used to access the candidate review session.



**Schedule Candidate Review**

Test Candidates Settings

Passcode: 6DE1BB

Date: 16/07/2021 ☐ Multiple day

Time: From: 00:00 Until: 23:59

Feedback:

- ☐ Show 'View Feedback' Button
- ☐ Display 'Feedback by Learning Outcome' screen
- ☐ Enable marker comments & annotations

[Schedule Review](#) [Schedule Review & Print Keycodes](#)

Ensure that you **tick all three** Feedback boxes so that the candidate can view the comments and annotations made when the test was marked.

Select Schedule Review to schedule the candidate review session. Select Schedule Review and Print Keycodes to schedule the candidate review session and print keycode slips for candidates.

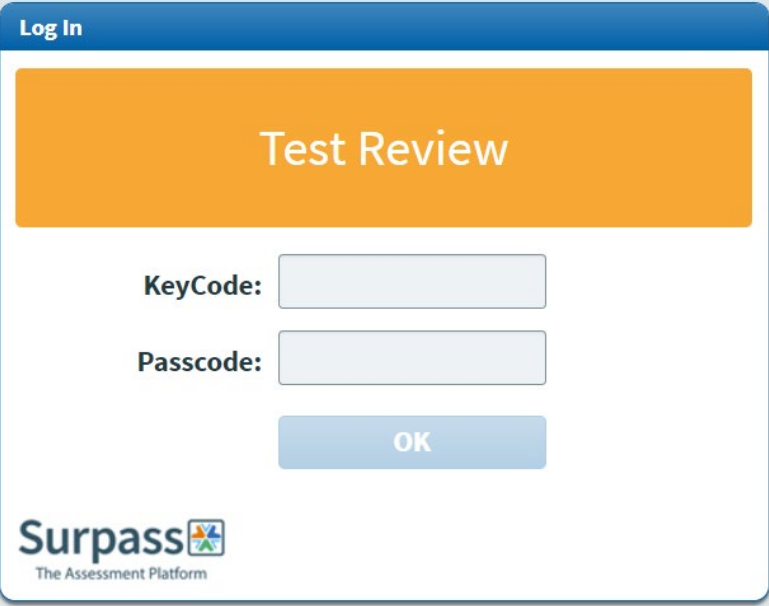
Scheduled candidate review sessions appear in the Candidate Review table.

## 13. Reviewing a test

In order to review a test you will need to share the URL for the part of the Open Assess website that contains the reviews This should be opened in Surpass Viewer.:

- <http://cityandguildsopenassess.surpass.com/reviewtest>

In addition to the URL you will need to share both the Passcode and the KeyCode in order that the test can be reviewed:



The image shows a 'Log In' window titled 'Test Review'. It features two input fields: 'KeyCode:' and 'Passcode:'. Below these fields is a blue 'OK' button. At the bottom left, the 'Surpass' logo is displayed with the tagline 'The Assessment Platform'.

Enter the KeyCode and Passcode and the test will open.

## Functional Skills Maths candidate review

When the test opens there are three tabs:

### Summary by Question:

This shows which questions have been marked by the tutor and for the auto-marked questions whether they were correct or not.

Summary By Question   Summary By Unit   Summary By Learning Outcome

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

**Non-Calculator**

<b>i</b>	-	🚫	Q 1	1 / 1	👁️	Q 2	1 / 1	👁️	Q 3	0 / 1	👁️	Q 4	1 / 1	✓
Q 5	1 / 1	✓	Q 6	0 / 1	👁️	Q 7	0 / 1	👁️	Q 8	1 / 1	✓	Q 9	0 / 1	👁️
Q 10	0 / 1	👁️	Q 11	2 / 2	👁️	Q 12	1 / 1	👁️	Q 13	1 / 1	👁️	Q 14	1 / 1	👁️

**Calculator**

<b>i</b>	-	🚫	Q 1	1 / 1	👁️	Q 2	1 / 1	👁️	Q 3	1 / 1	✓	Q 4	1 / 1	✓
Q 5	1 / 1	✓	Q 6	0 / 1	👁️	Q 7	1 / 3	👁️	Q 8	1 / 4	👁️	Q 9	2 / 4	👁️

Key: Correct ✓ Incorrect ✗ Partial Mark 🟡 Not Attempted — Human Marked 👁️ Information Screen 🚫

### Summary by Unit:

This tab shows the information split over the non-calculator and the calculator permitted sections of the paper as well as the percentage of marks achieved in each:

Summary By Question		Summary By Unit		Summary By Learning Outcome																																		
4748-119 Maths L1 Sample		<table><tr><td>1</td><td></td><td>2</td><td></td><td>3</td><td></td><td>4</td><td></td></tr><tr><td>5</td><td></td><td>6</td><td></td><td>7</td><td></td><td>8</td><td></td></tr><tr><td>9</td><td></td><td>10</td><td></td><td>11</td><td></td><td>12</td><td></td></tr><tr><td>13</td><td></td><td>14</td><td></td><td></td><td></td><td></td><td></td></tr></table>				1		2		3		4		5		6		7		8		9		10		11		12		13		14						66.7%
1		2		3		4																																
5		6		7		8																																
9		10		11		12																																
13		14																																				
4748-119 Maths L1 Sample		<table><tr><td>1</td><td></td><td>2</td><td></td><td>3</td><td></td><td>4</td><td></td></tr><tr><td>5</td><td></td><td>6</td><td></td><td>7</td><td></td><td>8</td><td></td></tr><tr><td>9</td><td></td><td>10</td><td></td><td>11</td><td></td><td>12</td><td></td></tr><tr><td>13</td><td></td><td>14</td><td></td><td>15</td><td></td><td></td><td></td></tr></table>				1		2		3		4		5		6		7		8		9		10		11		12		13		14		15				37.8%
1		2		3		4																																
5		6		7		8																																
9		10		11		12																																
13		14		15																																		
Key: Correct		Incorrect		Not Attempted		*The scores in this breakdown are based on the available marks for question items		Overall 45%																														





## Summary by Learning Outcome:

This tab shows the candidate performance against each Functional Skills Subject Content Statement so you can see how the performance matches these topics:

Summary By Question	Summary By Unit	Summary By Learning Outcome
SCS7 Follow the order of precedence of operators		1  100%
SCS6 Calculate the squares of one-digit and two-digit numbers		2  100%
SCS16 Recognise and calculate equivalences between common fractions, percentages and decimals		3  0%
SCS2 Recognise and use positive and negative numbers		4  100%
SCS14 Calculate percentages of quantities, including simple percentage increases and decreases by 5% and multiples thereof		5  6  50%
SCS29 Find the mean and range of a set of quantities		6  12  0%
Key: Correct  Incorrect  Not Attempted		<p>*The scores in this breakdown are based on the available marks for question items</p> <p><b>Overall 45%</b></p>

To review individual questions click on the question number and the test will open at that question, showing the candidate response:

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


Non-Calculator											
	-		Q1	1/1		Q2	0/1		Q3	0/1	
Q5	0/1	-	Q6	0/1	-	Q7	0/1	-	Q8	0/1	
Q10	0/1	-	Q11	0/1	-	Q12	0/1	-	Q13	0/1	

The eye shows that this was marked by the tutor:


Question: 2  
Section: Non-Calculator  
Test: Maths Level 1 Sample


No...

Cal...

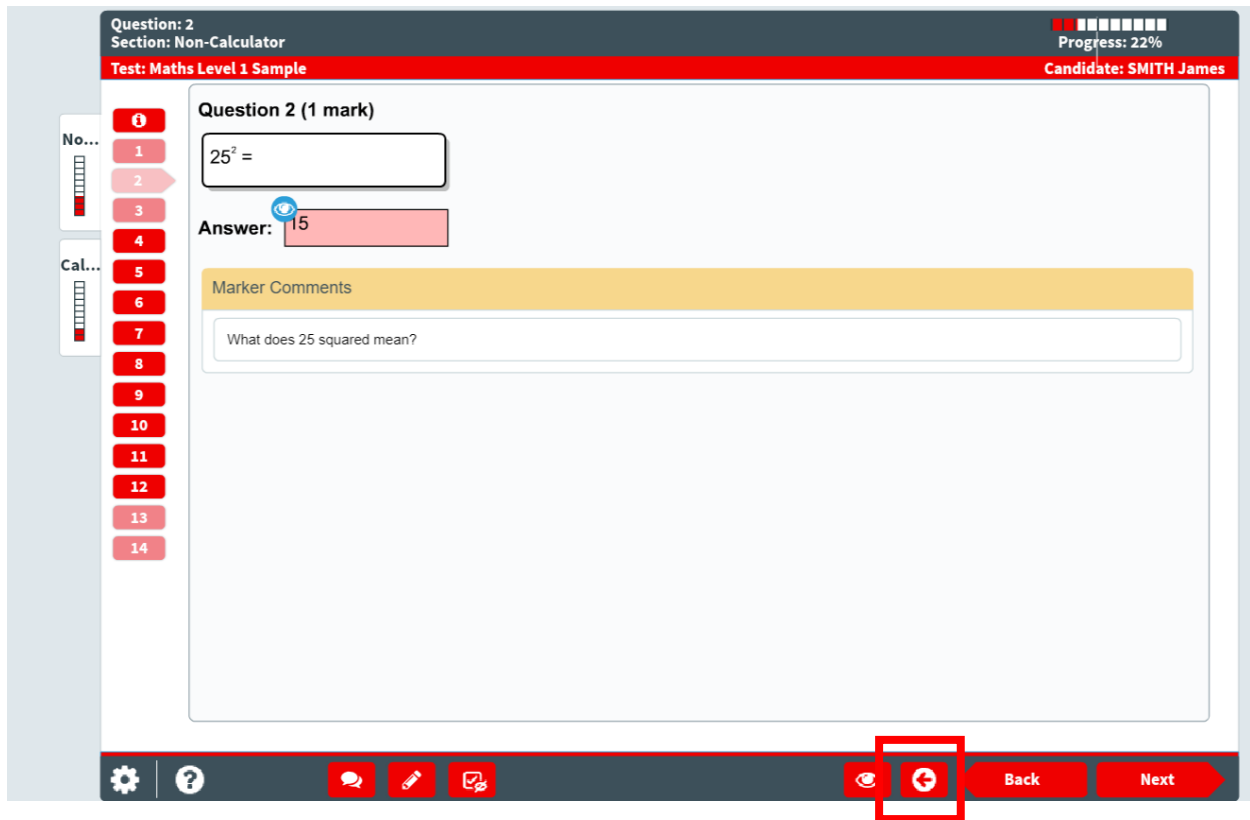
  
1  
2  
3  
4  
5

Question 2 (1 mark)

Answer:  15



If you select the comments button at the bottom of the screen, any comments written will be revealed:



To return to the overview of the questions click the “Back” button here

## Functional Skills Reading candidate review

When the candidate enters the key codes they will see three tabs.

### Summary by Question:

Test: Reading Level 1 Sample  
Candidate Name: KELLY Amanda  
Test Date: 12/06/2023

**Surpass**  
The Assessment Platform

Summary By QuestionSummary By UnitSummary By Learning Outcome

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

Section

i	-	🚫	Q 1	1 / 1	✓	Q 2	0 / 3	👁️	Q 3	0 / 1	👁️	Q 4	0 / 1	✗
Q 5	0 / 1	✗	Q 6	1 / 1	👁️	Q 7	1 / 1	👁️	Q 8	1 / 3	👁️	Q 9	1 / 1	👁️
Q 10	0 / 1	👁️	Q 11	0 / 1	👁️	Q 12	0 / 1	✗	Q 13	0 / 1	✗	Q 14	0 / 1	✗
Q 15	1 / 2	👁️	Q 16	0 / 1	👁️	Q 17	0 / 1	✗	Q 18	1 / 2	👁️	Q 19	0 / 4	✗
Q 20	1 / 2	👁️												

Key: Correct ✓ Incorrect ✗ Partial Mark 🕒 Not Attempted — Human Marked 👁️ Information Screen 🚫

This shows which auto-marked questions are correct or incorrect. The questions marked by the tutor are marked with an eye and the number of marks allocated.

If a candidate wants to review a particular question, they just need to click on the question number and they will be able to see their response together with any rich feedback provided by the tutor.

## Summary by Unit

This table gives a similar view but also gives the overall percentage score achieved by the candidate:

Summary By Question		Summary By Unit		Summary By Learning Outcome					
Topic		Question Feedback				Score*			
For Internal Use						N/A			
4748-110 Reading L1 Sample		1	✓	2	👁️	3	👁️	4	✗
		5	✗	6	👁️	7	👁️	8	👁️
		9	👁️	10	👁️	11	👁️	12	✗
		13	✗	14	✗	15	👁️	16	👁️
		17	✗	18	👁️	19	✗	20	👁️
						26.7%			
Key: Correct ✓ Incorrect ✗ Not Attempted —						*The scores in this breakdown are based on the available marks for question items		Overall 26.7%	

## Summary by Learning Outcome

This tab shows how the candidate performed against the Functional Skills Subject Content Statements:

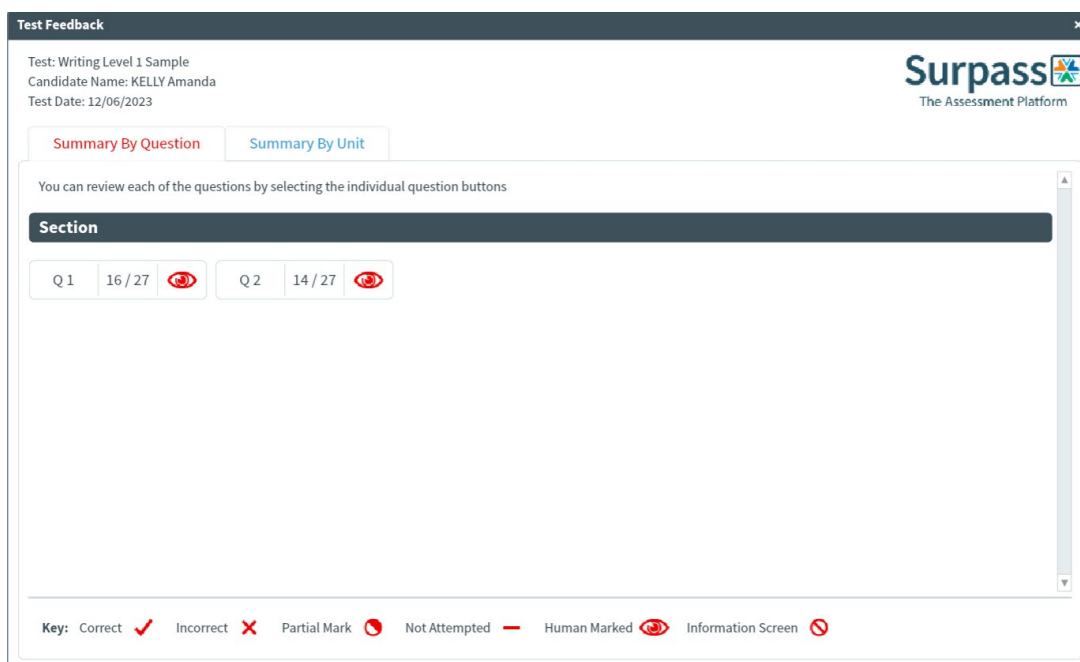
Summary By Question	Summary By Unit	Summary By Learning Outcome							
Learning Outcome		Question Feedback	Score*						
For Internal Use			N/A						
SCS09 Identify and understand the main points, ideas and details	1	✓	3	👁️	5	✗	6	👁️	33.3%
	10	👁️	13	✗					
SCS14 Understand organisational and structural features and use them to locate relevant information	2	👁️							0%
SCS17 Read and understand a range of specialist words in context	4	✗	9	👁️	11	👁️			33.3%
SCS13 Use reference materials and appropriate strategies for a range of purposes	7	👁️							100%
Key: Correct ✓ Incorrect ✗ Not Attempted —		*The scores in this breakdown are based on the available marks for question items		Overall 26.7%					



## Functional Skills Writing candidate review

The Writing feedback works differently. When the candidate enters the key codes they will see two tabs.

### Summary by Question:



Test Feedback

Test: Writing Level 1 Sample  
Candidate Name: KELLY Amanda  
Test Date: 12/06/2023

Surpass  
The Assessment Platform

Summary By Question Summary By Unit

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



Section




Q 1 16 / 27 Human Marked Q 2 14 / 27 Human Marked

Key: Correct ✓ Incorrect ✗ Partial Mark ◐ Not Attempted - Human Marked 👁 Information Screen ⓘ

This view gives the actual marks achieved by the candidate for each question,

## Summary By Unit

Summary By Question		Summary By Unit
Topic	Question Feedback	Score*
Question 1	1 	59.3%
Question 2	2 	51.9%

Key: Correct  Incorrect  Not Attempted 

\*The scores in this breakdown are based on the available marks for question items

Overall 55.6%

This view shows the marks for each question as a percentage of the available marks together with the overall percentage score.

If the tutor has annotated the script, the candidate can click on the question number and review their response together with the rich feedback.

## Contact us

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01924 930 801

[www.cityandguilds.com](http://www.cityandguilds.com)

## About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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