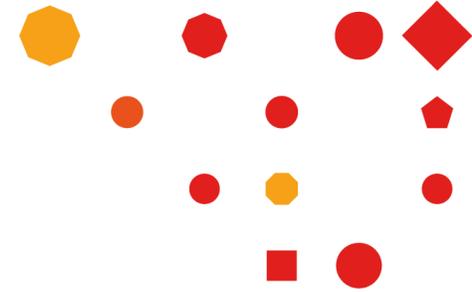


# Maths and English monthly webinar updates

OpenAssess  
our on-screen tool for practice  
Functional Skills exams

February 2020



# Welcome!

## This is our regular series of monthly updates

- Each one will last half an hour.
- There'll be a specific topic/theme each month.
- It **won't** be just about Functional Skills reform.
- You'll only need to sign up once
  - once you have done you'll get an email reminder a few days ahead of each live session
  - recordings of each session will be available from our **Maths and English resource hub**.
- Don't forget to sign up for our **email alerts** too!

### Maths and English resource hub

Welcome to Functional Skills hub, here you will find information about digital teaching and learning support resources, brochures, videos, delivery guides and admin support.

**Deliver Functional Skills (4748) in 10 easy steps**

Digital resources for learners and tutors

- e-Functional Skills Reloaded
- SmartScreen
- Complete maths and English offer
- Network event materials
- Qualification support material
- Exam changes and invigilation
- CPD training

[View the 4748 qualification page](#)

**QUICK LINKS**

- Functional Skills
- 4748 - Qualification page
- Functional Skills updates
- Why Maths?

**Fast Track**

Already delivering Functional Skills 3748? You can apply for Fast Track approval for Functional Skills 4748.

[FIND OUT HOW >](#)

**Maths and English webinar series**

Our webinar series covers a broad range of topics across the whole maths and English landscape including Functional Skills.

[Register to join the webinar series today >](#)

## Tell us what interests you

[Home](#) > [Our offer](#) > [Centres](#) > [Email Updates](#)

**Email updates**

**WHAT WE OFFER**  
CENTRES



# In case you missed it...

**We're continuing to  
tour the country**

[bit.ly/CGMathsEnglishEvents](https://bit.ly/CGMathsEnglishEvents)

**New reporting tool for  
Functional Skills  
exams**

**e-Functional Skills  
reloaded and new  
SmartScreen content.**

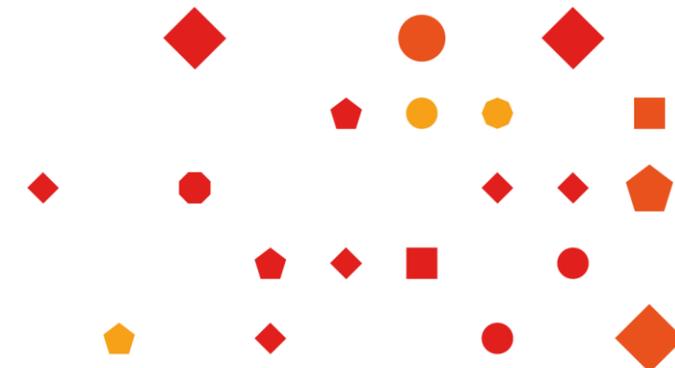


## Benefits for centres

- Teachers can take the Functional Skills practice assessments and see what their learners see
- Teachers can create exemplar tests to go through with their learners
- Teachers can access and mark, tests taken by their learners and review their results
- Helps teachers gauge when learners are test ready and supports exam success.
- Teachers can set practice exams as homework if learners have access to computers at home
- Cohort analysis useful for Internal Quality Assurance and standardisation
- Flexible administration with centres in control

## Benefits for learners

- Opportunity to do real mock tests and get used to the on-screen assessment interface
- Great preparation for the live on-screen Functional Skills assessments
- Take them from any computer, at any time
- Getting your results from your teacher
- Builds confidence and supports final assessment success



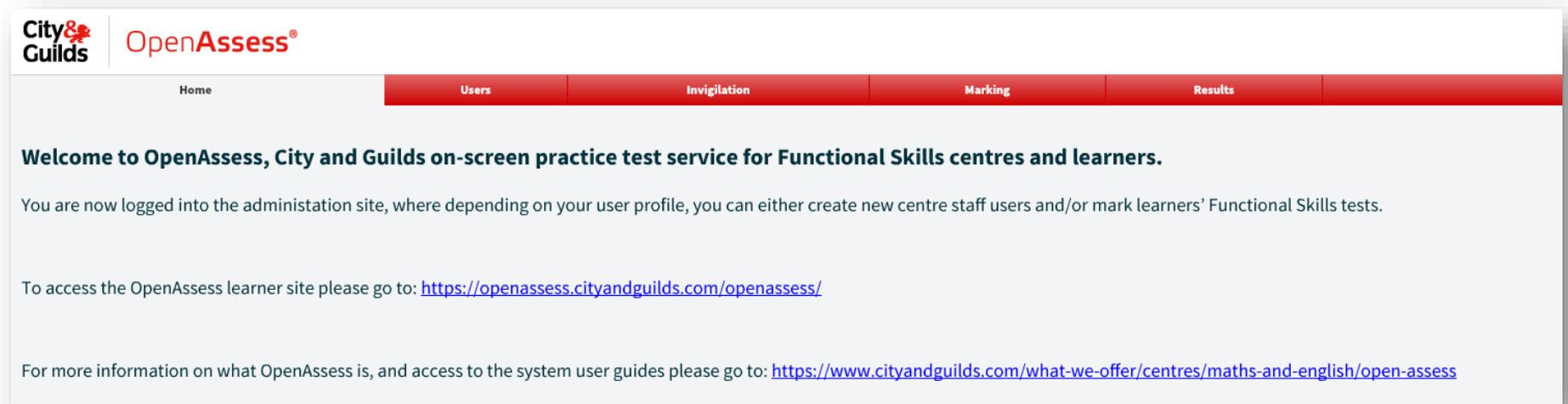
# How to get access to OpenAssess

If you use SecureAssess to take live Functional Skills exams, when we launched OpenAssess the Primary and Technical contacts for your centre were sent instructions about how to log in to the OpenAssess admin site using their SecureAssess user name and password

Once in the OpenAssess admin site, SecureAssess contacts can create new OpenAssess Primary Contact and Tutor accounts for their centre.

- Primary Contacts can create other centre users. This gives centres the flexibility to add and manage their own staff accounts

**Please Note: OpenAssess only works in the Internet Explorer browser or Microsoft Edge where Flash is enabled**



The screenshot shows the OpenAssess admin site interface. At the top left is the City & Guilds logo, followed by the text 'OpenAssess®'. Below this is a navigation bar with a red background and white text for the following tabs: Home, Users, Invigilation, Marking, and Results. The main content area has a white background and contains the following text:

**Welcome to OpenAssess, City and Guilds on-screen practice test service for Functional Skills centres and learners.**

You are now logged into the administration site, where depending on your user profile, you can either create new centre staff users and/or mark learners' Functional Skills tests.

To access the OpenAssess learner site please go to: <https://openassess.cityandguilds.com/openassess/>

For more information on what OpenAssess is, and access to the system user guides please go to: <https://www.cityandguilds.com/what-we-offer/centres/maths-and-english/open-assess>

# Accessing OpenAssess

## There are two OpenAssess websites:

The centre admin site: <https://openassess.cityandguilds.com/openassessadmin/>

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

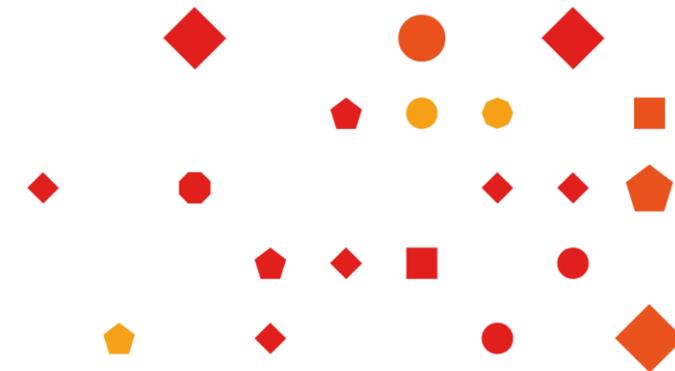
The user site: <https://openassess.cityandguilds.com/openassess/>

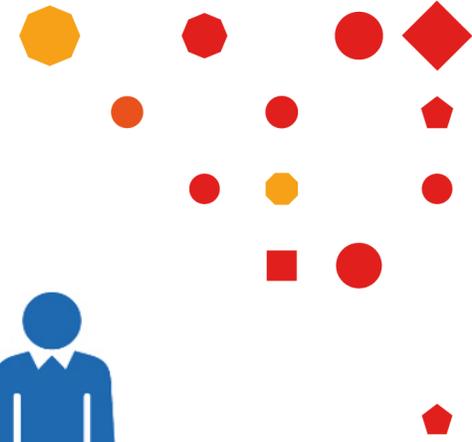
- The user site is where learners register, do their Functional Skills practice tests, see their results and score cards, when their tests have been marked

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

**Feedback from the pilot said the system was easy and intuitive to use but we have developed a suite  
of user guides and tutorials to help you get started and these are available from the City & Guilds  
website:**

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





# OpenAssess User Profiles – what can each do?

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

# Learner View - Easy self-registration

Create an account

1) Enter centre details

2) Enter personal details

3) Options

4) Confirm

1.

OpenAssess® Welcome, Guest

**Login**

Username:  Password:

[I cannot access my account](#)

**Create learner account**

Creating a learner account is free and will give you access to the tests available at your centre. You will also be able to save and share your results.

[Find out more about OpenAssess](#) [Create teacher account](#)

2.

OpenAssess® Welcome, Guest

**Create an account**

Your Centre Details Options Confirm

Thank you for choosing to create an account.

Please enter your centre number. 2

3.

OpenAssess® Welcome, Guest

**Create an account**

Your Centre Details Options Confirm

**Centre Details**

TestOAPOC  
London

To confirm you belong to this centre please tick the box below.

This is my centre

4.

OpenAssess® Welcome, Guest

**Create an account**

Your Centre Details Options Confirm

Please enter your details.

User name:

First name:

Surname:

Choose a Password:

Re-enter a Password:

Secret question:

Answer:

[Why do I need to answer a secret question?](#)

5.

OpenAssess® Welcome, Guest

**Create an account**

Your Centre Details Options Confirm

**Email**

To receive results via email, please provide your email address.

Email address:

Confirm email address:

[Please read the Terms and Conditions](#)

**Extra time**

If you require extra time to complete your test, please tick the box below.

Please note: You should only tick this box with your teachers agreement.

I require extra time:

6.

OpenAssess® Welcome, Guest

**Create an account**

Your Centre Details Options Confirm

Please check your details are correct and read the terms and conditions before creating your account.

Please take a note of your user name for future reference.

Your centre: TestOAPOC  
User name: Lorna@Tyrntania  
First name: Lorna  
Surname: Tyrntania1  
Secret question: First Pet's name  
Answer: goldie  
Email address: lorna.tyrntania@cityandguilds.com  
t required

[Please read the Terms and Conditions](#)

I have read and agree the terms and conditions

City & Guilds Powered by Surpass®

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



# Learner View - Taking a Test

Create new practice tests or view one already in progress

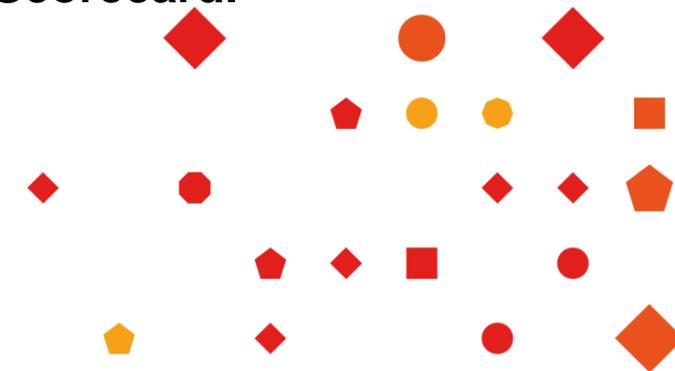
View a summary of practice assessments

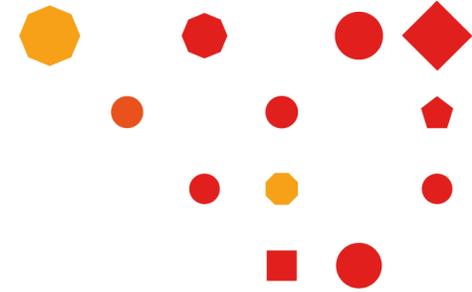
Take practice assessments – all the same functionality as the final assessment

# Learner View – My Results

Test	Score	Date	Actions
4748 - Writing Sample 2	43%	11.11.19	⚙️
4748 - Writing Sample 2	63%	11.11.19	⚙️
4748 - Reading Sample 2	27%	11.11.19	⚙️
4748 Maths Level 2 Sample 1	0%	05.11.19	⚙️
4748 Maths Level 2 Sample 1	0%	05.11.19	⚙️
4748 - Reading Sample 1	0%	02.11.19	⚙️
4748 Maths Level 2 Sample 1	85%	26.10.19	⚙️
4748 Maths Level 1 Sample 1	78%	24.10.19	⚙️
4748 - Reading Sample 1	83%	13.10.19	⚙️
4748 - Writing Sample 1	65%	13.10.19	⚙️
4748 - Reading Sample 1	90%	13.10.19	⚙️

- This is where the learner can view their results for all the practice tests they have taken.
- When a learner has taken a practice test it will appear in the My Results tab
- Once the teacher has marked the practice test (in the admin site) the % score will appear in the score column.
- Hover over the orange wheel to either select to Review the completed practice test or view the Scorecard.





# Learner View - Scorecard

OpenAssess® Welcome, Amanda Kelly Log Out

Take a Test My Results My Account

Back Scorecard

4748 - Reading Sample 1

SCS Standard	Score
SCS9 Identify and understand the main points, ideas and details	33%
SCS14 Understand organisational and structural features and use them to locate relevant information	100%
SCS17 Read and understand a range of specialist words in context	67%
SCS13 Use reference materials and appropriate strategies for a range of purposes	100%
SCS15 Infer from images meanings not explicit in the accompanying text	33%
SCS16 Recognise vocabulary typically associated with specific types and purposes of texts	0%
SCS12 Recognise that language and other textual features can vary to suit different audiences and purposes	0%
SCS18 Use knowledge of punctuation to aid understanding	33%
SCS11 Identify meanings in texts and distinguish between fact and opinion	50%
SCS10 Compare information, ideas and opinions in	
<b>Total</b>	<b>40%</b>

Email Print

City & Guilds Powered by Surpass®  
<https://openassess.cityandguilds.com/OpenAssess/ScoreCard.aspx>

- The practice test Scorecard gives learners a breakdown of their result to review with their teacher/tutor
- This is available to print or email.
- The Scorecard is only available for Reading and Mathematics exams – for Writing the learner will only see an overall mark.

# Centre Staff: How to register a Primary Contact or Tutor

1. The Administrator (Primary or Technical SecureAssess contact) logs into OpenAssess.using their SecureAssess login details.
2. Click the 'Create User' button in the Users screen.
3. In the User Details tab, enter the mandatory user details, these are marked with an asterisk.
4. It isn't necessary to enter complete information in all these fields (see image on the right) however
5. User Name and Email field **MUST** be accurate

**New Centre User**

**User Details** | Associated Qualifications | Associated Centre Roles

**Personal Details**

User Name: AnyUser \*

First name: Any \*

Middle Name:

Last name: User \*

Date of Birth: 1 January 1920

Enrolment no.:

Gender:  Male  Female  Unspecified \*

Expiry Date: 18/02/2030

**Contact Details**

Address Line 1: aaa \*

Address Line 2:

Town: aaa \*

County: Bedfordshire \*

Country: England \*

Post Code:

Email: any.user@cityandguilds.com \*

Phone: 1234 \*

OK Cancel



# Centre Staff: How to register a Primary Contact or Tutor ...continued

1. The “Associated Centre Roles” tab is where you set the permissions levels for this individual.
2. When you tick the box against the centre name it will open up and offer two choices:
  - Primary Contact or Tutor
  - See next slide for further information
3. Once the relevant permissions are selected click on “OK”
4. The User’s username and password will be emailed to the email address provided in the User Details tab.
5. The user can then use these details to log in to OpenAssess. You may need to remind them of the email address

(Note: The user can then change their password within OpenAssess)

**New Centre User**

User Details Associated Qualifications **Associated Centre Roles**

**Filter**

Centre Name:  Centre Code:

**Associated Centre Roles**

A-D E-H I-L M-P Q-T U-Z **All**

CandG - CandG

OpenAssess Primary Contact

OpenAssess Tutor

Select/Deselect all 1/1

# What can a Tutor do?

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

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

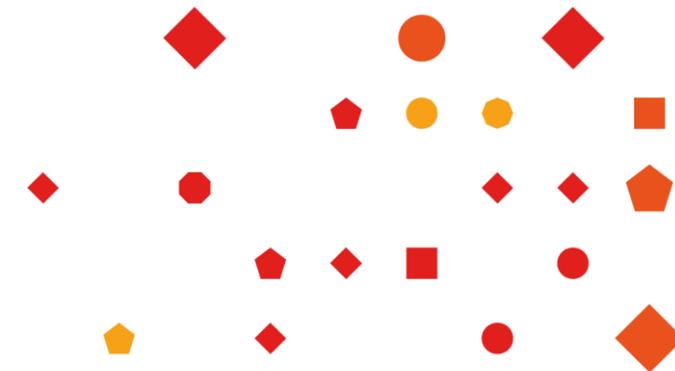
# What can a Primary Contact do?

**A Primary Contact will be able to do the same as a tutor:**

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

**AND**

- Set up other centre staff users





# Marking a test

To mark a test tutors should log into the admin site using Internet Explorer or Edge (other browsers do not work): <https://openassess.cityandguilds.com/openassessadmin/>  
 Select the Marking tab and then select the test to be marked from the list.

The screenshot shows the OpenAssess admin interface. At the top, there is a navigation bar with tabs: Home, Users, Candidates, Exam Schedules, **Marking**, Results, Personal Profile Management, and Centre Statistics. The 'Marking' tab is selected and highlighted with a red arrow. Below the navigation bar, there is a table of exams with the following columns: Exam Name, Exam Version Reference, Centre Name, Centre Code, Last name, First name, Completed Date, Max Mark Avail..., Mark Awarded, Percent, Marking Progress, Auto Void Date, Override Auto..., Marker, and Moderator. The table contains three rows of data:

Exam Name	Exam Version Reference	Centre Name	Centre Code	Last name	First name	Completed Date	Max Mark Avail...	Mark Awarded	Percent	Marking Progress	Auto Void Date	Override Auto...	Marker	Moderator
4748 - Maths Sample 2	16/January2020	CandG	CandG	Jones	Ladenia	30/01/2020	57	2	3.5%	Not started	30/03/2020			
4748 - Maths Sample 2	16/January2020	CandG	CandG	Nair	Reshmi	27/01/2020	57	0	0%	40%	27/03/2020			
4748 - Maths Sample 2	16/January2020	CandG	CandG	Nair	Reshmi	10/02/2020	57	3	5.3%	Not started	10/04/2020			

At the bottom of the page, there is a footer with the City & Guilds logo and the text 'A City & Guilds Group Business'. The page number '17' is displayed in the center, and there are buttons for 'Re-assign User Associations', 'Export to CSV', 'Mark Script', and a refresh icon.

# Marking functionality

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

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

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

View Mark Scheme View Marking History Add Comment Replay

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

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

**Question 1**

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

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

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

Expand on these points:

the cause you are raising money for and its

**Learning Outcomes**

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

Mark: 22/25 **Assign Mark**

These tools can be used to annotate the tutor's copy of the candidate response **BUT PLEASE NOTE** these annotations do not appear on the candidate's own version of the test

Assign Marks

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

# Tutor View - Centre Results tab

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

Use results filtering options to select and create groups of learners

The Extra Time icon will flag which candidates had extra time

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

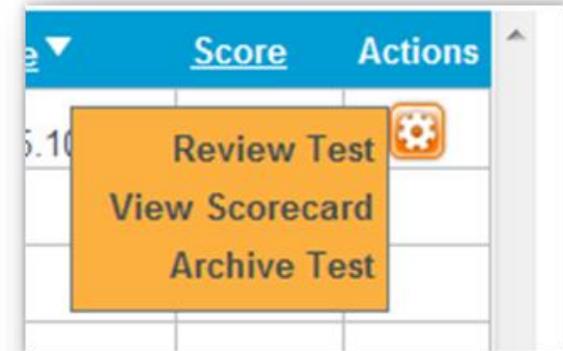
The screenshot shows the OpenAssess interface. At the top, there are navigation tabs: 'Take a Test', 'My Results', 'Centre Results' (which is highlighted), and 'My Account'. Below the tabs, there are dropdown menus for 'Subject: 3748 Functional Skills' and 'Test: 3748 Writing'. There are also radio buttons for filtering results by time: 'Last 24 hours', 'Last 7 days', 'Last 30 days', and 'All' (which is selected).

<input type="checkbox"/>	Learner	Date	Score	Actions
<input type="checkbox"/>	edwards, granville	08.01.18	60%	
<input type="checkbox"/>	Hopkins, Gareth	08.01.18	52%	
<input type="checkbox"/>	Doshi, Darshana	13.01.18	96%	
<input type="checkbox"/>	Hopkins, Gareth	05.02.18	10%	
<input type="checkbox"/>	Tyrtania, Lorna	18.02.18	50%	
<input type="checkbox"/>	Doshi, Darshana	04.02.18	70%	
<input type="checkbox"/>	tyrtania, lorna	18.02.18	68%	

At the bottom of the table, there are buttons for 'View Group Scorecard' and 'View Archive'. Below the table, there are icons for 'New Score' (a star) and 'Extra Time' (a clock).

# Tutor View – Review Test

- Using Internet Explorer Log in to the learner site:  
<https://openassess.cityandguilds.com/openassess/>
- Go to the Centre Results tab, select the Functional Skills subject and level and select the learner from the list shown
- Hover over the orange wheel. Selecting Review Test from the dialogue menu will open the test up in a new window.
- From here you can review each question one at a time.
- Review test is particularly useful for a teacher wishing to go over a test with a learner; questions and answers can be discussed and a learner's progress can be reviewed.
- This feature could be used in a classroom session for peer review or for 1:1 support



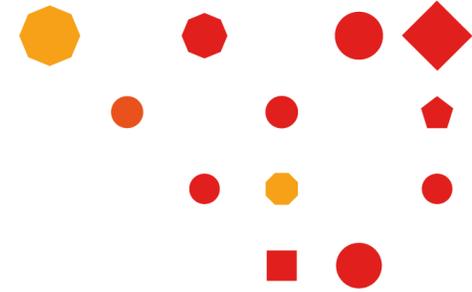
# Tutor View - View Scorecard

- Using Internet Explorer Log in to: <https://openassess.cityandguilds.com/openassess/>
- Go to the Centre Results tab to see the list of learners who have taken tests and select learner
- Hover over the orange wheel. Select View Scorecard from the dialogue menu
- For Reading and Mathematics, a table will appear showing the sub-topics of the sample test and the percentage score achieved in each sub-topic by the learner(s) you have selected.
- The Scorecard is not available for the Writing papers
- In this screen, you can choose to either print or email the scorecard.
- You can also create a Group scorecard by selecting the learners you wish to group together and clicking Group Scorecard at the bottom of the screen.

The screenshots show the OpenAssess interface. The top screenshot displays the 'Group Scorecard' for '3748 Writing' with '3 Learners Selected'. The bottom screenshot shows a detailed table of scores for three learners:

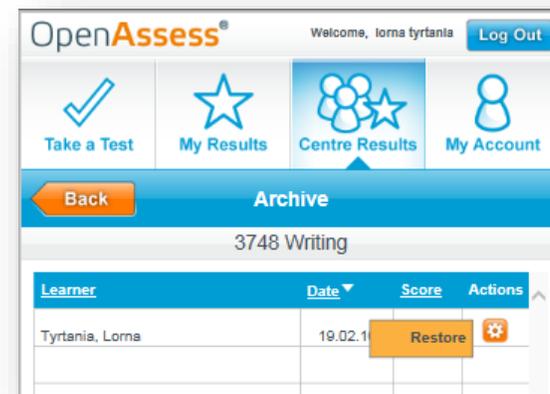
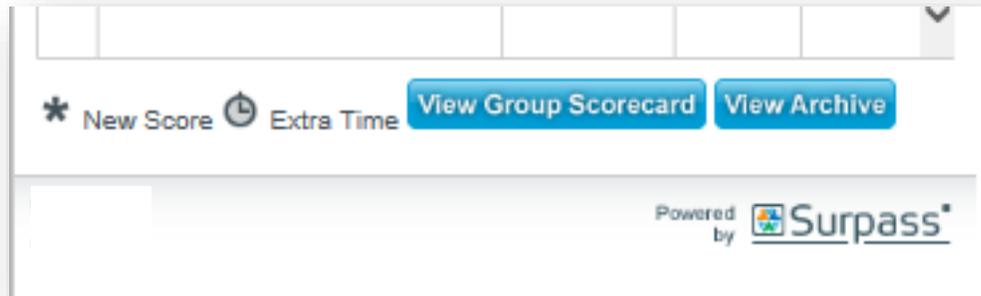
Subtopic	Score
Gareth Hopkins	52%
Darshana Doshi	70%
Iorna Tyrtonia	68%
Total	63%

The interface includes navigation buttons like 'Take a Test', 'My Results', 'Centre Results', and 'My Account', along with 'Back', 'View Learners', and 'View Sub Topics' buttons. The bottom of the page features 'Email' and 'Print' buttons and a 'Powered by Surpass' logo.

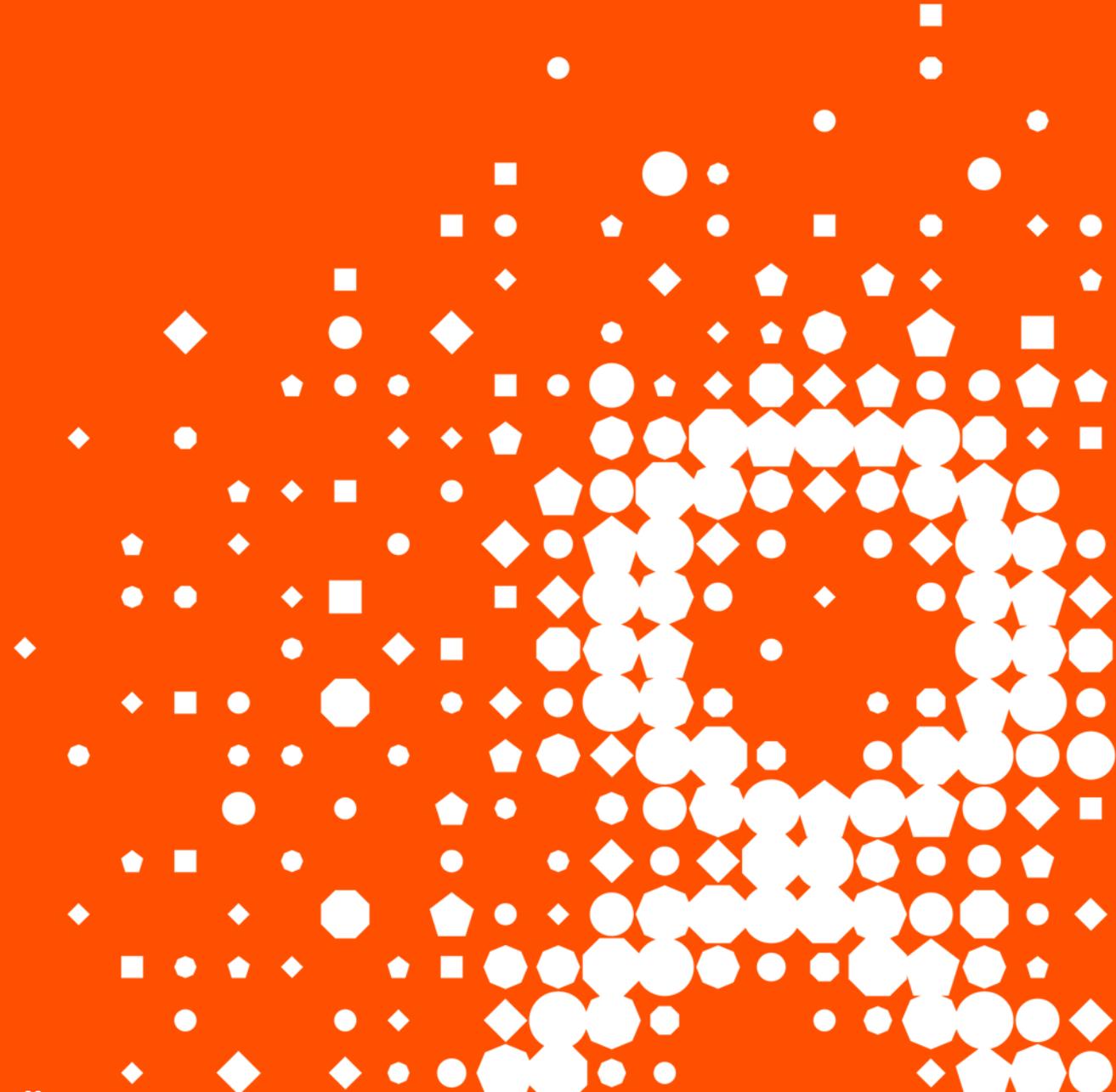


# Tutor View - Archive Tests

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



# Functional Skills Setting Standards pilot



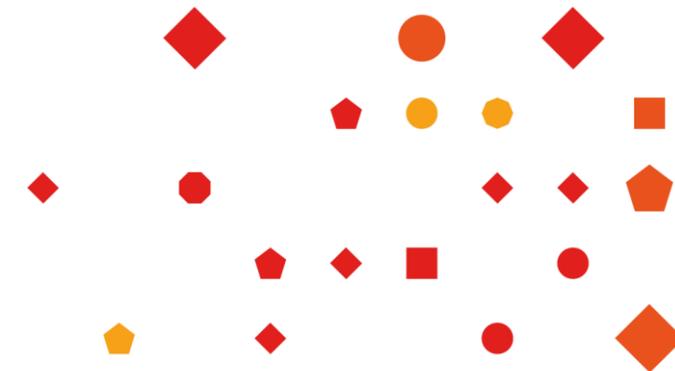
# Functional Skills Mathematics –Setting Standards Pilot

City & Guilds' purpose is to help people, organisations and economies develop their skills for growth. Delivering high quality products and services is an important part of this purpose and our strategy so we continuously strive to evaluate and improve the quality of all that we do. This often involves conducting research that provides evidence to demonstrate the quality of our qualifications and assessments and identify areas where improvements can be made.

We are running a research project to investigate how different ways of designing Functional Skills tests can help us to evaluate the quality of our tests and set standards across test versions.

- We are using OpenAssess to carry out this project
- We have designed 4 different Functional Skills Maths tests for this pilot
- We need at least 250 candidates to take each of these tests

The test content, design and format will not replicate the reformed Functional Skills exams but has similarities to the legacy qualification; however, this is an excellent opportunity for learners take a **Level 1 maths** test based on FS content and for them and their teachers to receive feedback on their performance.





# What is involved?

These **pilot tests will be marked by City & Guilds** examiners and score reports will be automatically generated by OpenAssess for candidates to review. The candidate can then email the results to their tutor.

We would like these tests to be taken by candidates who are ready or almost ready to take their live **Level 1 Functional Skills Maths exam online**.

In order for the candidate to access these special tests they will need to register for an OpenAssess account using a different Username from the one they use to access your sample exam materials.

1. When they register candidates must use 'FSPilot' as their centre to access the pilot test and allow the City & Guilds' examiners to mark their tests. See the information earlier in this presentation for guidance for learners to register themselves.
2. Candidates must click 'Finish' when they have answered all questions to ensure we receive their responses.
3. Each learner needs to randomly select and take only one of these tests. Candidates cannot take multiple versions of the tests or take the same version multiple times for the results to be valid for research purposes so only a candidate's first attempt will be marked.
4. The candidate will see their results in OpenAssess within 7 calendar days of finishing the test.



# We hope you enjoy using OpenAssess

If you have any comments or feedback, or require support with OpenAssess, or the Setting Standards Pilot, please email:

[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

# Thank you

For more information about all aspects of our Maths and English offer, please visit [cityandguilds.com/mathsandenglish](https://cityandguilds.com/mathsandenglish).

Use **#CGMathsEnglish** to join the social media conversation:

- follow our Industry Manager [@MathsEnglish\\_CG](https://twitter.com/MathsEnglish_CG)
- follow our Technical Advisors
  - [@PaulSceeny\\_CG](https://twitter.com/PaulSceeny_CG)
  - [@KatherineC\\_CG](https://twitter.com/KatherineC_CG).

