

E-VOLVE

QUICK REFERENCE GUIDES

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UK ☎ 0844 543 0000 – Option 2 (8:00 to 18:00 Mon-Fri)

✉ evolvesupport@cityandguilds.com

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The below steps are the key points when running an e–volve exam

Steps	Actions
1 Book exam via Walled Garden	Go to www.walled-garden.com to book your exams. Exams can be booked up to 6 months in advance. Exams can be taken 10 days before the test date and up to 30 days after
2 Set Pin on exam in e-volve website – The pin will be system set with 4 alphanumeric digits.	Go to https://evolve.cityandguilds.com , access the Invigilation page and set a pin on the candidates exam  <p>The screenshot shows the 'Invigilation' section of the SecureAssess interface. It includes a table with columns for PIN, Exam Name, Keycode, Centre Name, Qualification, Exam Date, End Date, Exam Time, End Time, Candidate, and Invigilation status. The 'Set PIN' button is highlighted with a red circle.</p>

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<p>3 Print Invigilation pack – You can now use the drop down arrows to filter exams</p>	<p>On the Invigilation page print the Invigilation pack for exam sessions</p> 
<p>4 Open Secure Client</p>	 <p>Open the Secure Client, testing software, on the machine</p>
<p>5 Candidate sits exam</p>	<p>Give candidate their Keycode to access the test – They can set their screen and text colour of their choice via the preferences button</p> 

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6 Print Score report / Result Slip

Once the exam has been completed, access the results page within SecureAssess and print or save the candidates score report. Select the Result Slip button and this will generate the Score Report.

The screenshot shows the SecureAssess interface with the following elements:

- City & Guilds logo and SecureAssess® branding.
- Navigation tabs: Home, Invigilation, Results, Personal Profile Management.
- User options: GuideR11, Log Out, Powered by Surpass.
- Table with columns: Keycode, Last Name, First Name, Qualification, Exam Name, Enr..., ULN, Result, Percent, Mark, Centre Name, Completed, Dura... (Duration).
- Table data row: CCTMTTC2, Aaronson, Aaron, 9898 Navigation Tests, 9898-111 Nav Test, Pass, 12.5%, 1, 99TRNG - City and Guilds Trainers Centre, 08/08/2014, 50.
- Page 11 of 11.
- Buttons: Candidate Report, Summary, Candidate Breakdown, Exam Breakdown, Results Slip (circled), Print, Refresh.

- Once an exam has been completed it cannot be sat again using the same keycode; this may result in the exam being cancelled. You must book another exam.


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Invigilation Pack

The Invigilation Pack option allows Invigilators to print out various forms, containing learner and exam information.

To print an Invigilation Pack, follow the procedure below.

<p>Printing Invigilation Packs – Selcting Exams</p> <ol style="list-style-type: none"> 1. Access SecureAssess: https://evolve.cityandguilds.com/secureassess/ 	<p>The following can then be saved or printed when on the Invigilation screen</p> <ul style="list-style-type: none"> • Attendance Register -To confirm and record the attendance of candidates • Supervision Report -To be completed and submitted to City & Guilds in the event of any disruption to the exam i.e. fire alarm, power failure, etc. • Exam Keycode -To be given to the candidate
<ol style="list-style-type: none"> 2. Select Exams Required and click “Print Invigilation Pack” 	 <p>The screenshot shows the 'Invigilation' screen in the SecureAssess system. At the top, there are navigation tabs for 'Home', 'Invigilation', 'Results', and 'Personal Profile Management'. Below the tabs, there are filters for 'Key' (Locked For Invigilator, In Progress, Paused, Finished) and checkboxes for 'Today's exams' and 'Invigilated exams'. A table lists exam details with columns for PIN, Exam Name, Keycode, Centre Name, Qualification, Exam Date, End Date, Exam T., End Time, Candidate, and a 'Print' column. The 'Print' column for the first row contains a red button labeled 'Print Invigilation Pack', which is circled in red in the image. Other buttons at the bottom include 'Modify Duration', 'Set PIN', 'Remove PIN', 'Unlink', 'Pause', 'Resume', 'Void', and 'Select All in Page'.</p>

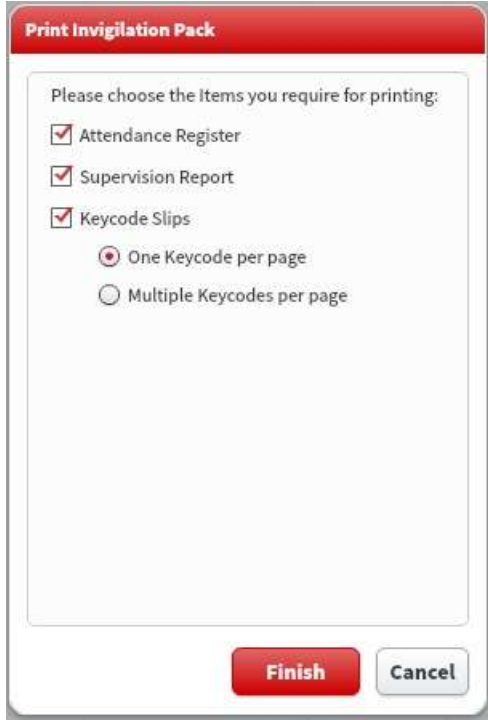
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3. Select 'Create Invigilation Pack using selected exams'



4. Select Finish



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Printing Invigilation Packs – Using Wizard

1. Access SecureAssess:
<https://evolve.cityandguilds.com/secureassess/>

2. Select 'Print Invigilation Pack'

The following can then be saved or printed

- Attendance Register -To confirm the candidates will be sitting the exam
- Supervision Report -To be completed and submitted to City & Guilds if any interruptions occur i.e. fire alarm
- Exam Keycode -To be given to the candidate



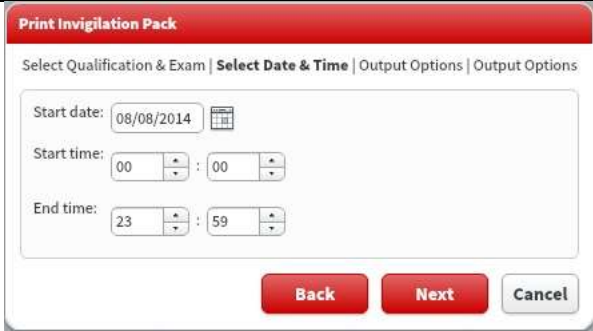
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3. Select Centre, Qualification and Exam



4. Enter start date



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5. Select candidates by checking the box

Print Invigilation Pack

Select Qualification & Exam | Select Date & Time | **Output Options** | Output Options

<input type="checkbox"/> 99TRNG - City and Guilds Trainers Centre	Enrolment No.	ULN	First Name	Surname	Selected
			Aaron	Aaronson	<input checked="" type="checkbox"/>
	NAVTEST		Navigation	Navtest	<input type="checkbox"/>

Back **Next** **Cancel**

6. Click finish

Print Invigilation Pack

Please choose the Items you require for printing:

- Attendance Register
- Supervision Report
- Keycode Slips
 - One Keycode per page
 - Multiple Keycodes per page

Finish **Cancel**

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Exam Delivery

Starting Exam

Finishing Exam

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1. To open the Secure Client on the testing machine select the following icon:



2. When the candidate is ready, instruct them to enter their Keycode (to be supplied via the Invigilation pack).
3. The candidate will then confirm their details. If the exam is not in their name they need to alert the Invigilator.
4. The Candidate will then be asked to enter the PIN. **This will be read out by the Invigilator.**
5. The candidate will then start the exam.

1. Once the Candidate is ready to finish the exam, they select 'Finish'.
2. The Invigilator then needs to check the exam status has updated to 'complete' on the Invigilation page within SecureAssess: <https://evolve.cityandguilds.com/secureassess/>

Results

1. After testing access the Results page within SecureAssess: <https://evolve.cityandguilds.com/secureassess/>
2. Select the candidate you wish to print a report for.
3. Select 'Candidate Report'.
4. You can now print or save the report, below is an example of a candidate's score report.

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Results Summary:

Candidate Name	Enrolment No.	ULN	Test Date	Result
James Hincliffe			07/11/2013	Pass

Results Breakdown:

unit 1	Percentage Correct of All Marks Available
follow instructions	100.00
Total	100.00
unit 2	Percentage Correct of All Marks Available
Free typing	100.00
Total	100.00
Exam Total	100.00

- All results are provisional until displayed on Walled Garden.
- Summative tests will be processed to the Walled Garden within 48 hours of receipt.
- Functional Skills exams can take up to 20 working days to be processed to the Walled Garden from the point of receipt.
- Underpinning Knowledge Exams do not automatically upload to Walled Garden; this is done manually by the centre.

Offline testing

Downloading Exams	Uploading Exams
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1. Open SecureClient:
<https://evolve.cityandguilds.com/secureassess/>
2. Press 'Show Admin'.
3. Input your username and password.
4. Select 'Download Exams'.
5. Select the relevant candidate and exam you wish to download to your machine.
6. Enter a PIN for the exam.
7. Select 'Download Exams'
8. Press 'Close Download Window'.
9. Exams should then appear with a 'Ready' Status. The exam is not available to be sat offline until it is showing as 'Ready' on the Show Admin screen.

1. Open SecureClient.
2. Press 'Show Admin'.
3. Input your username and password.
4. Select completed exams.
5. Press 'Upload Exams'.
6. Confirmation is given of status of upload.

Exams need to be uploaded 30 days from the scheduled exam date.

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FAQ

Q. The candidate has finished their exam but on the Invigilation page the following status is against their name:



A. This means the exam has disconnected from the internet. Return to the candidate's machine and follow the upload procedure (page 6).

Q. The candidate has not attended their exam session, do I need to void the exam and rebook?

A. No. The exam can be sat up to 30 days after the exam test date. After this the exam will automatically void and will need to be rebooked.

Q. I invigilated an exam offline and when proceeding to upload the exam was not present on the screen

A. All exams which have been completed offline will automatically upload once you reconnect to the internet. Check the e-volve website to check the result is present.

Q. Where can I find 'step by step' guides and more FAQ's for e-volve?

A. Access the following website: <http://www.cityandguilds.com/evolve>