City & Guilds
Getting the best from
Open Assess

Katherine Reid & Alicja Twarowska

City&
Guilds

This webinar is being recorded and will be available on the Resource Hub shortly

Housekeeping

This session is being recorded

The session is being recorded, which will be made available on our Resource Hub webpage.
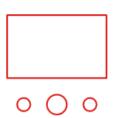
Everyone is on mute

Everyone is on mute.

Slides

The slides will be available on the Resource Hub webpage.

Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.

If the session cuts off

Please try logging out and back in again using the original webinar link to gain access back into the session.

To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed.

Meet the team…

Alicja Twarowska
Technical Advisor

Providing guidance and support across Maths, English, Employability and ESOL qualifications.

Technical Advisors | City & Guilds

Katherine Reid
Lead Technical Advisor

Providing guidance and support across Maths, English, Employability and ESOL qualifications.

Technical Advisors | City & Guilds

Amanda Kelly
Industry Manager

Managing City & Guilds' portfolio of qualifications, products and services for Maths, English, Employability and ESOL

Hilary Gwilliam
Senior Category Manager

Responsible for the City & Guilds' Skills for Work and Life offer for England, the Nations and Internationally"

Welcome to this session

We'll be focusing on…

- What is Open Assess?
- Where to get information on how to use Open Assess
- Using Open Assess effectively
- Familiarisation tests
- Different ways to use the sample practice tests
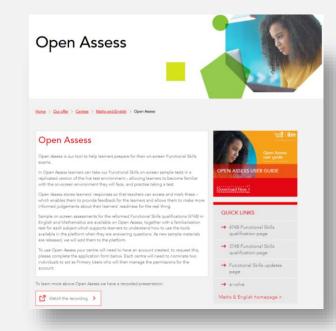- Candidate review

But first a quick poll

We would like to know…

Are you currently using Open Assess?

User guide

Open Assess is our tool to help learners prepare for their on-screen Functional Skills exams.

In Open Assess learners can take our Functional Skills on-screen sample tests in a replicated version of the live test environment – allowing learners to become familiar with the on-screen environment they will face, and practise taking a test.

Open Assess webpage and user guide

Digital Solutions Managers available to support

You can contact our Digital solutions team digitalsupport@cityandguilds.com
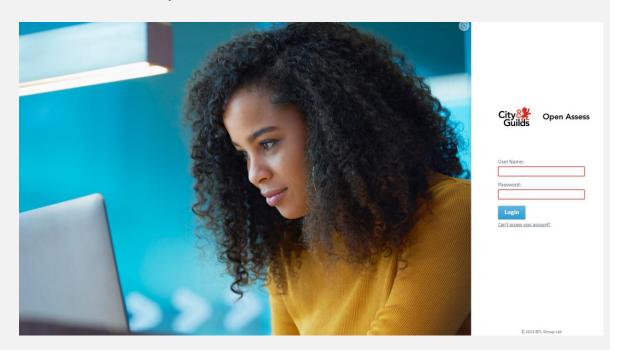
How to use Open Assess

Apply for an account via the website

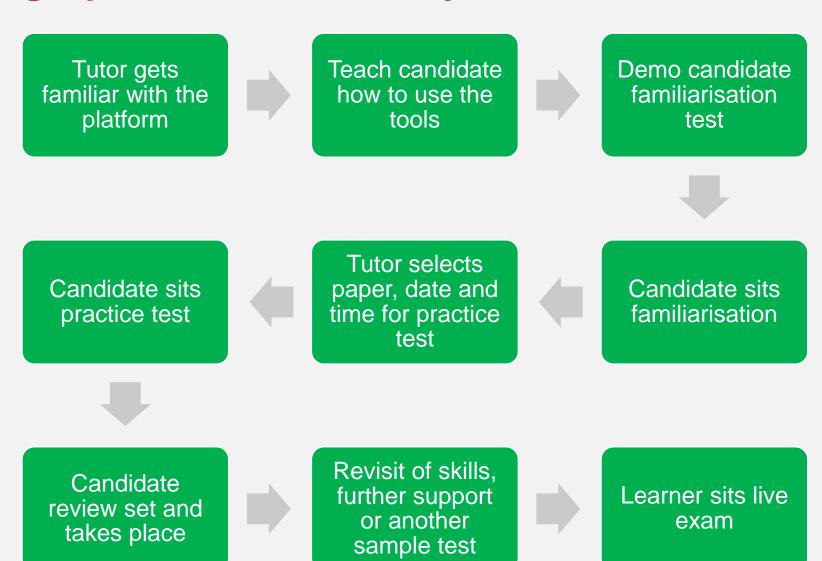Open Assess - Maths & English | City & Guilds (cityandguilds.com)

Primary Users: create new primary users, tutor accounts and register candidates, schedule tests, mark scripts and schedule reviews

Tutor account: register candidates, schedule tests, mark scripts and schedule reviews

City & Guilds Open Assess

Using Open Asses effectively

| Tutor gets familiar with the platform | → | Teach candidate how to use the tools | → | Demo candidate familiarisation test |

| Candidate sits practice test | ← | Tutor selects paper, date and time for practice test | ← | Candidate sits familiarisation |

| Candidate review set and takes place | → | Revisit of skills, further support or another sample test | → | Learner sits live exam |

Accessing the sample tests

Click print invigilation pack, they can then be printed or downloaded

Familiarisation test

Allows tutors and candidates to get acquainted with the platform before taking an actual assessment.

- Mimics the actual assessment

- Enables to get familiar with the layout, features and question types

- Gives an idea on time limits

- Includes guidance on how to navigate the platform

- Boosts learners' confidence and assessment results

Utilising the sample tests

You can use the sample tests in a variety of ways:

- Use in a classroom setting

- Modify the duration of the paper

- Set test to be done in learner's own time

- Set as a timed test

Marking

Use the mark schemes from the Functional Skills (4748) webpage.

Additional features include ticks and crosses, highlighter or sticky notes for more detailed feedback.

Mark schemes

Mark schemes are available on the 4748-qualification webpage

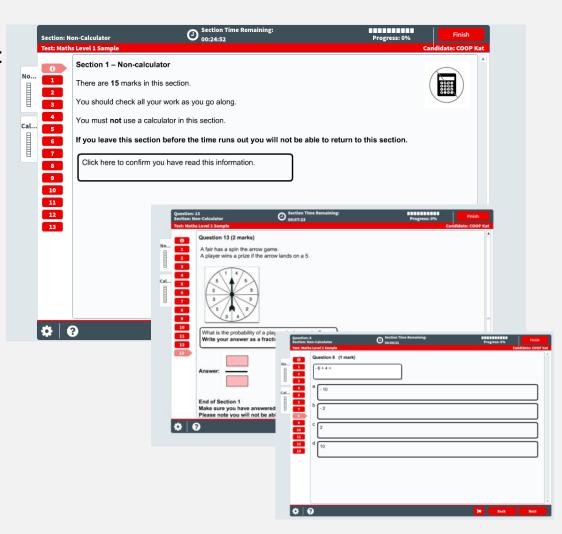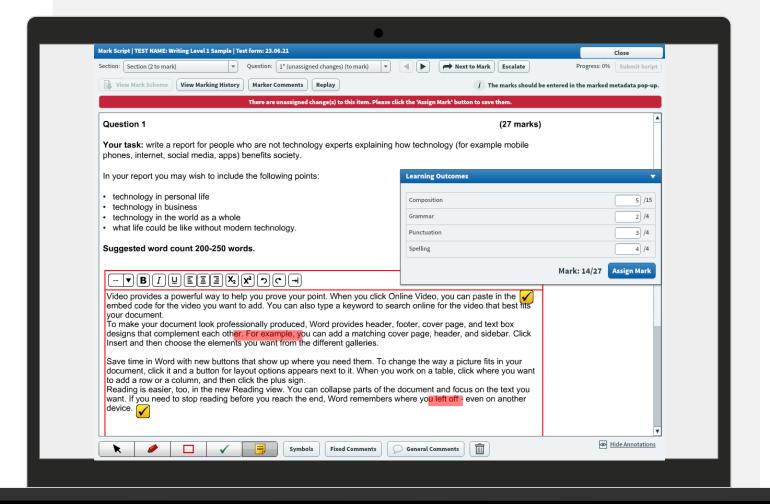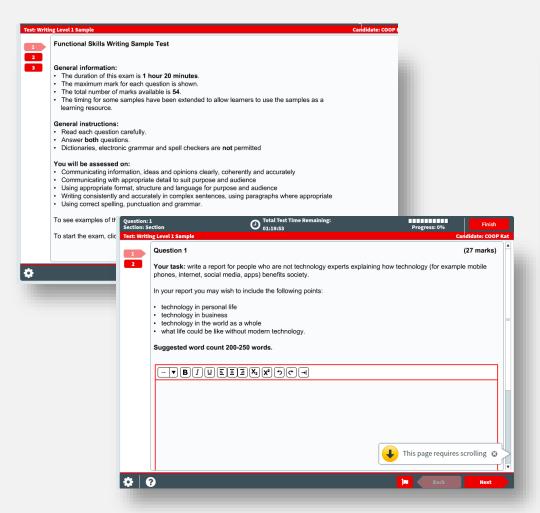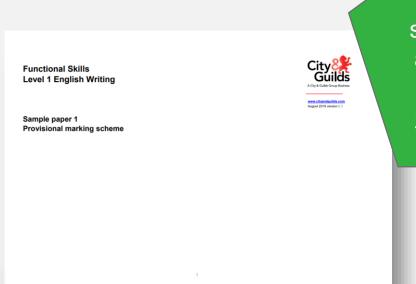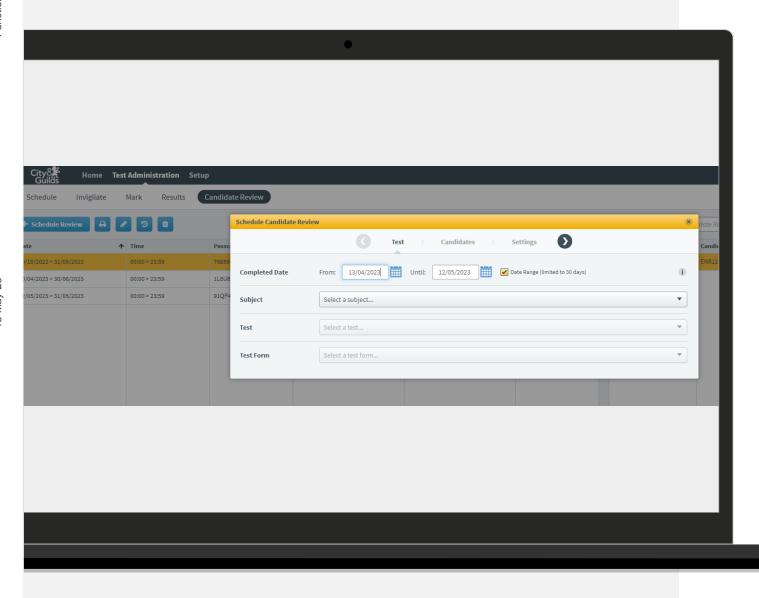**Test: Writing Level 1 Sample** — Candidate: COOP

Functional Skills Writing Sample Test

General information:
- The duration of this exam is **1 hour 20 minutes**.
- The maximum mark for each question is shown.
- The total number of marks available is **54**.
- The timing for some samples have been extended to allow learners to use the samples as a learning resource.

General instructions:
- Read each question carefully.
- Answer **both** questions.
- Dictionaries, electronic grammar and spell checkers are **not** permitted

You will be assessed on:
- Communicating information, ideas and opinions clearly, coherently and accurately
- Communicating with appropriate detail to suit purpose and audience
- Using appropriate format, structure and language for purpose and audience
- Writing consistently and accurately in complex sentences, using paragraphs where appropriate
- Using correct spelling, punctuation and grammar.

To see examples of th[...]

To start the exam, cli[...]

Question: 1
Section: Section
Total Test Time Remaining: 01:19:53
Progress: 0%
Finish
Test: Writing Level 1 Sample — Candidate: COOP Kat

Question 1 (27 marks)

Your task: write a report for people who are not technology experts explaining how technology (for example mobile phones, internet, social media, apps) benefits society.

In your report you may wish to include the following points:

- technology in personal life
- technology in business
- technology in the world as a whole
- what life could be like without modern technology.

Suggested word count 200-250 words.

This page requires scrolling

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**Functional Skills
Level 1 English Writing**

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**Sample paper 1
Provisional marking scheme**

Internal standardisation and using the worked samples can ensure you are allocating marks consistently and effectively.

You can attend one of the in person Connect.Share.Networks events to support you further.

Candidate review

Once marking is complete, tutors can schedule a candidate review to share their feedback:

-individually

-for groups

Support available

**Join us for our face to face
Functional Skills Connect-Share-Networks**

- 6th June 2023 London
- 5th July 2023 Colchester

We also offer
- Monthly online Virtual Link-ups
- New to use sessions

**Coming soon…
ESOL
events**

Events and Webinars - Maths and English | City & Guilds

Questions and answers

You can send any questions you may have to…

pre-employment@cityandguilds.com

Q&A

Email contacts

For general queries including, e-volve and RI issues contact:

customersupport@cityandguilds.com

For maths and English queries contact:

pre-employment@cityandguilds.com

For evolve support contact:

evolvesupport@cityandguilds.com

Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

We will be holding our next webinar on Digital Resources on Thursday 8 June 2023 at 3pm.

Register here

About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

To learn more about City & Guilds Maths, English and Functional Skills, please contact

centresupport@cityandguilds.com

@CGMathsEnglish

Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

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