Functional Skills Webinar

Performance Feedback

Katherine Reid & Amanda Kelly

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.

Introductions

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

Welcome to this session

We'll be focusing on…

- What is the e-volve platform?

- Navigating through Centre Analytics

- Candidate performance feedback

- Q&A

But first a quick poll

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar.
Alternatively, you can email your responses to:

pre-employment@cityandguilds.com

Are you currently using onscreen or paper based exams?
- Onscreen
- Paper
- Both

Are you currently using Centre Analytics?
- Yes
- No
- Never heard of it

What is e-volve?

•e-volve is the platform where the exams are taken

•The administration of exams takes place in e-volve

•Results for FS exams also appear in e-volve, but of course don't forget these are provisional marks only and the final pass/fail appears in Walled Garden.

•You can access feedback from e-volve but again these are provisional

•Enables Functional Skills exams can be carried out offline

Did you know?

Even if your candidate takes a Functional Skills paper exam, it is possible to obtain feedback.

Surpass (cityandguilds.com)

Learners are registered and exams are scheduled in Walled Garden

What is centre analytics?

A results analysis tool, giving you in an in depth analysis for online and paper exams.

- Allows candidate performance data from e-volve tests to be aggregated and interrogated.

- Provides access to provisional score reports for Functional Skills candidates.

Centre analytics (cityandguilds.com)

# What is the difference between e-volve and Centre Analytics?

e-volve

- Set Pin for FS exams
- Print exam invigilation packs
  - o Attendance register
  - o Supervision reports
  - o Exam keycodes
- Download and upload offline exams

Centre analytics

- Same log in as e-volve
- Stay on top of your exams calendar
- Access your test history
- Allows candidate performance data from e-volve tests to be aggregated and interrogated.
- Provides access to score reports for **online** and **paper exams**

Exams are booked in Walled Garden
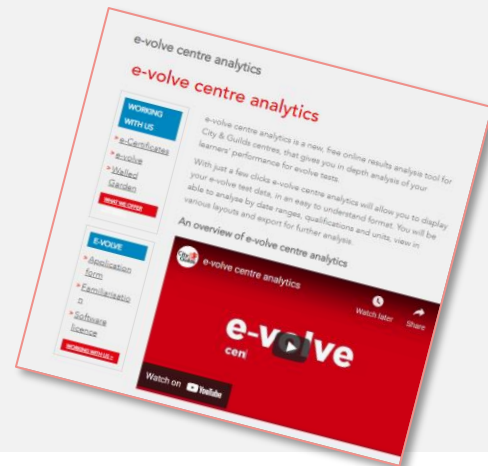
Centre analytics (cityandguilds.com)

Using Centre Analytics

[Centre Analytics (cityandguilds.com)](cityandguilds.com)

Once you learner has taken an exam and you want to get feedback

- Passed- how well they did

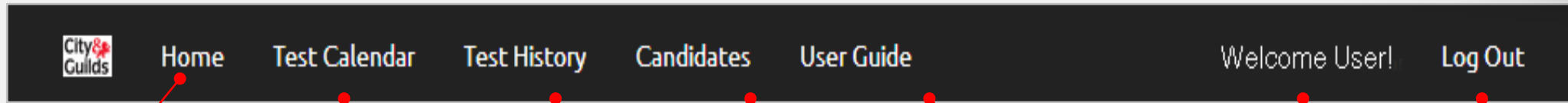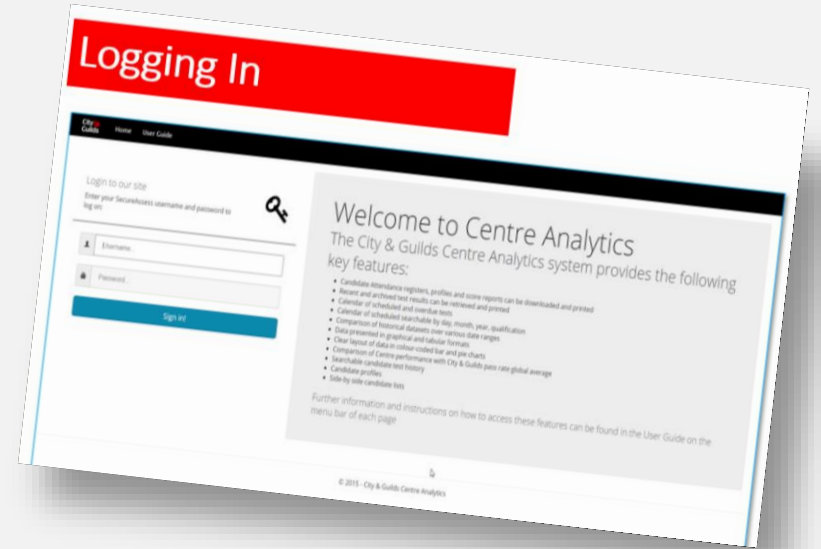- Resit needed- so tutor will need to access performance feedback

You may want to look at you individual or cohort data

Reminder

Exam papers are live, so tutors cannot see live papers or papers that learners have sat, so feedback is provided against the Subject Content statements and not specific questions.

Login to our site
Enter your SecureAssess username and password to log on:

Username...

Password...

Sign in!

City Guilds Home User Guide

Welcome to Centre Analytics
The City & Guilds Centre Analytics system provides the following key features:

- Candidate Attendance registers, profiles and score reports can be downloaded and printed
- Recent and archived test results can be retrieved and printed
- Calendar of scheduled and overdue tests
- Calendar of scheduled searchable by day, month, year, qualification
- Comparison of historical datasets over various date ranges
- Data presented in graphical and tabular formats
- Clear layout of data in colour-coded bar and pie charts
- Comparison of Centre performance with City & Guilds pass rate global average
- Searchable candidate test history
- Candidate profiles
- Side-by side candidate lists

Further information and instructions on how to access these features can be found in the User Guide on the menu bar of each page

© 2023 - City & Guilds Centre Analytics

How to navigate Centre Analytics

Using the main menu

Logging In

Welcome to Centre Analytics
The City & Guilds Centre Analytics system provides the following key features:

| City & Guilds | Home | Test Calendar | Test History | Candidates | User Guide | Welcome User! | Log Out |

Home
Welcome to e-volve Centre Analytics Summary of features

Test Calendar
- Test status overview
- Test schedule: centre, candidate, date
- Attendance register
- Candidate profiles

Test History
- Comparison of historical data
- Centre performance
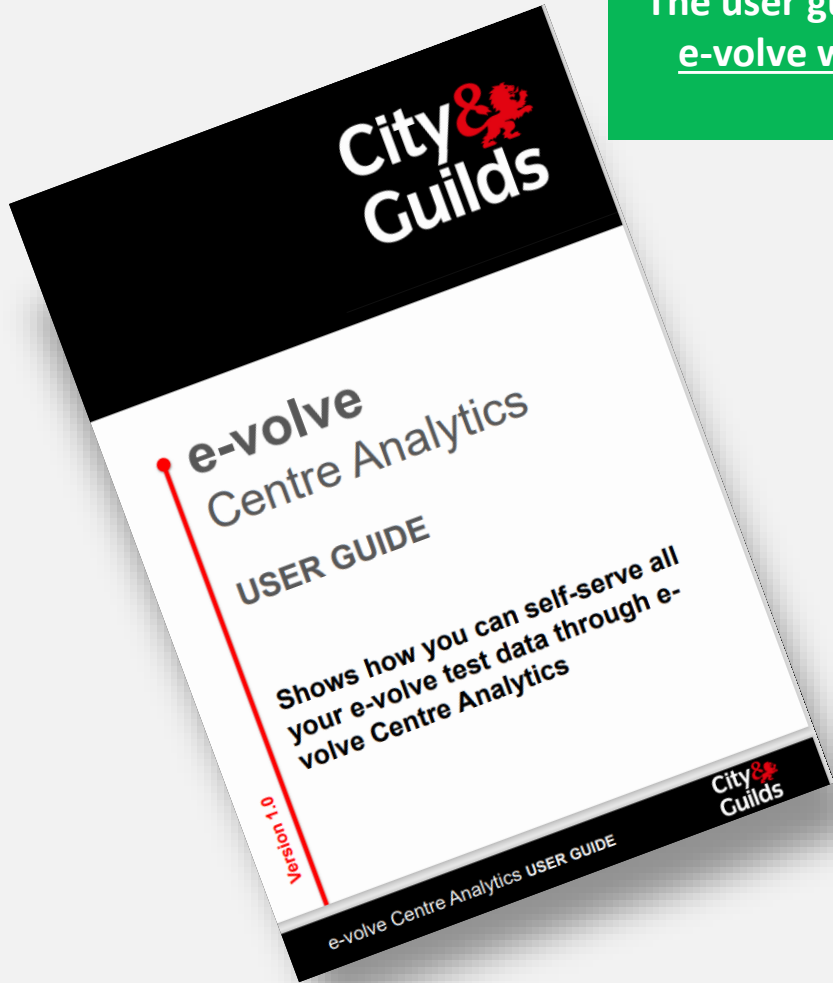- Candidate profiles
- Score reports

Candidates
- Candidate profiles
- Score reports

User Guide
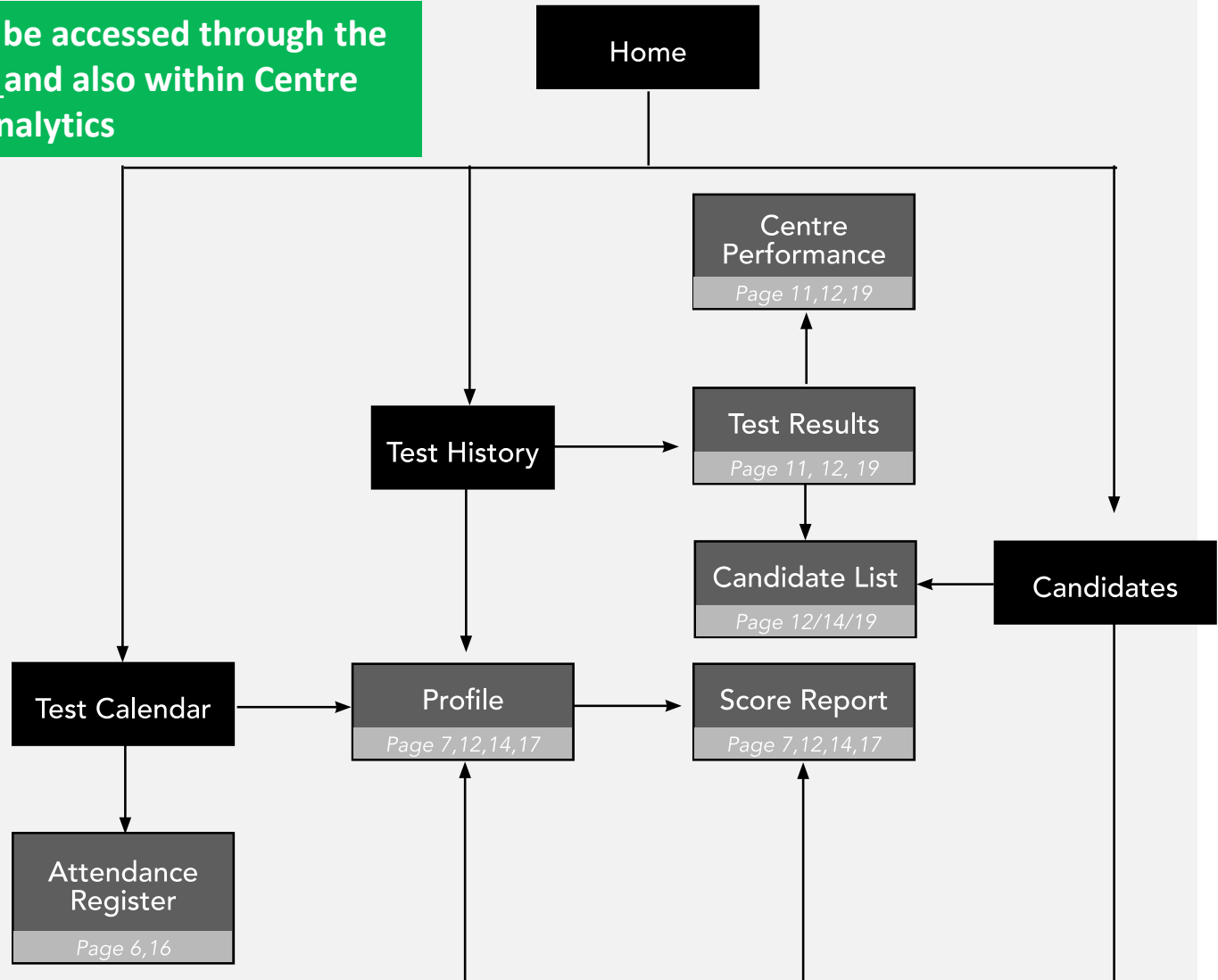Link to PDF for user guide

Welcome
Personalised greeting for each user
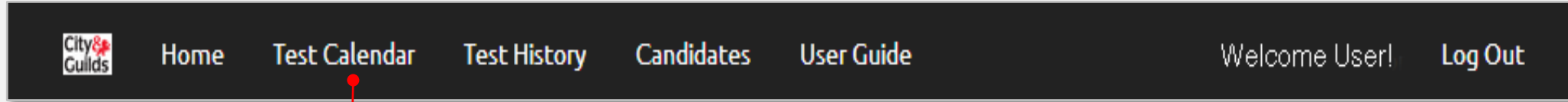
Log Out
Log Out screen

E-volve Centre analytics

The user guide can be accessed through the **e-volve webpage** and also within Centre Analytics

Home

Centre Performance
Page 11,12,19

Test History

Test Results
Page 11, 12, 19

Candidate List
Page 12/14/19

Candidates

Test Calendar

Profile
Page 7,12,14,17

Score Report
Page 7,12,14,17
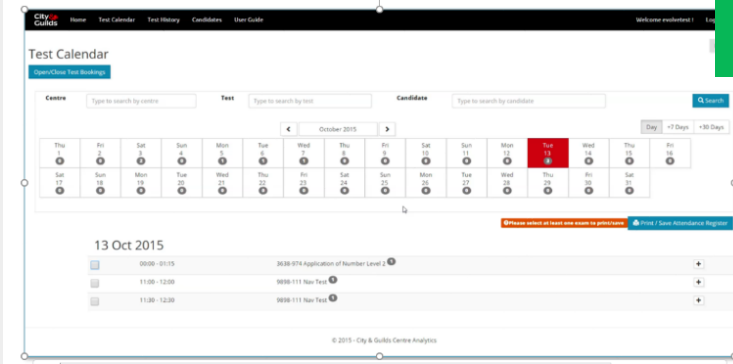
Attendance Register
Page 6,16

Test calendar

Test Calendar
Test status overview
Test schedule: centre, candidate, date
Attendance register
Candidate profiles

Test Calendar – Attendance register

Search tests by centre/test/candidate by day/month/year

Candidates Score Report can be accessed

Candidates test profile can be viewed

15 Jul 2015

☑	00:00 – 01:00	3748-610 Functional Skills Reading Level 1 (SAMPLE) ⑥			+
☑	09:00 – 10:00	3748-110 Functional Skills Reading Level 1 3 candidates across 3 centres			−

	Candidate	Centre		Enrolment No.	
1.	Fisrt name, last name	EVA Centre 1		0000000000	👤 Profile
2.	Fisrt name, last name	EVA Centre 2		0000000000	👤 Profile
3.	Fisrt name, last name	EVA Centre 3		0000000000	👤 Profile

LAST NAME, First name
Enrolment No: 0000000

12

Test history

Candidates
Candidate
profiles
Score reports

Test History
- Comparison of historical data
- Centre performance
Candidate profiles
Score reports
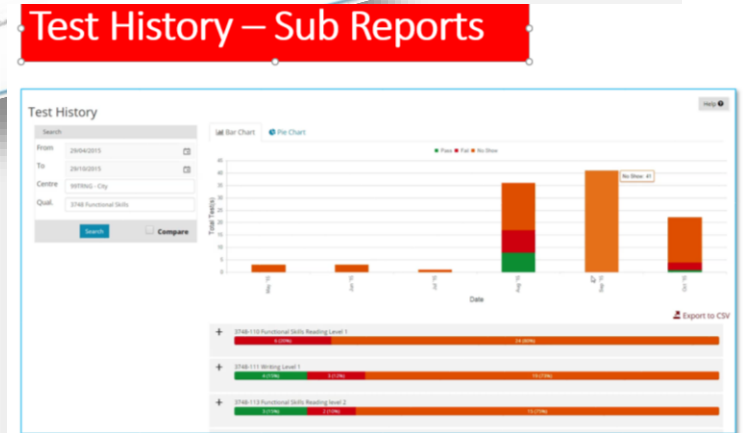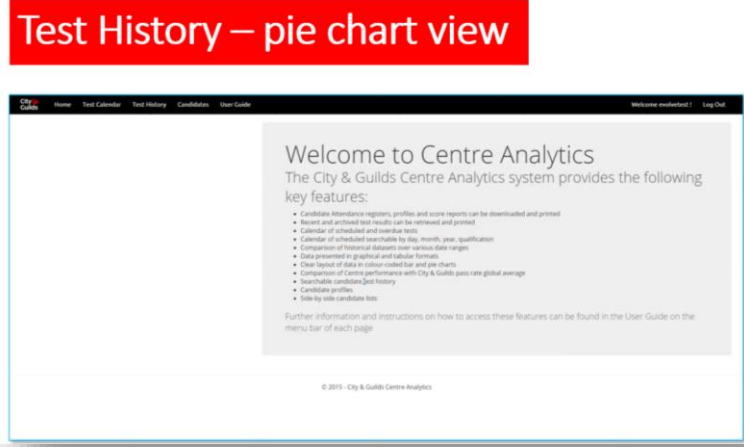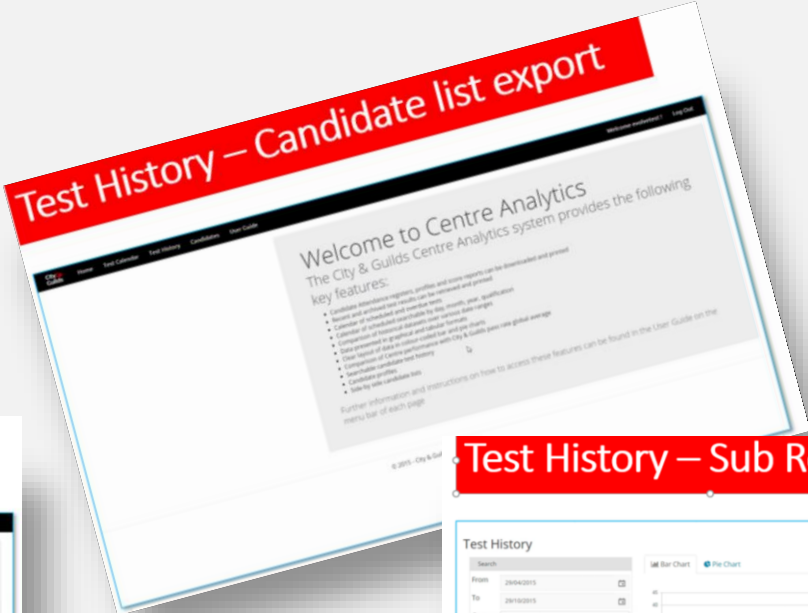
Test History: Default view

The default view shows data across all installation IDs and qualifications for the past six months (from today).
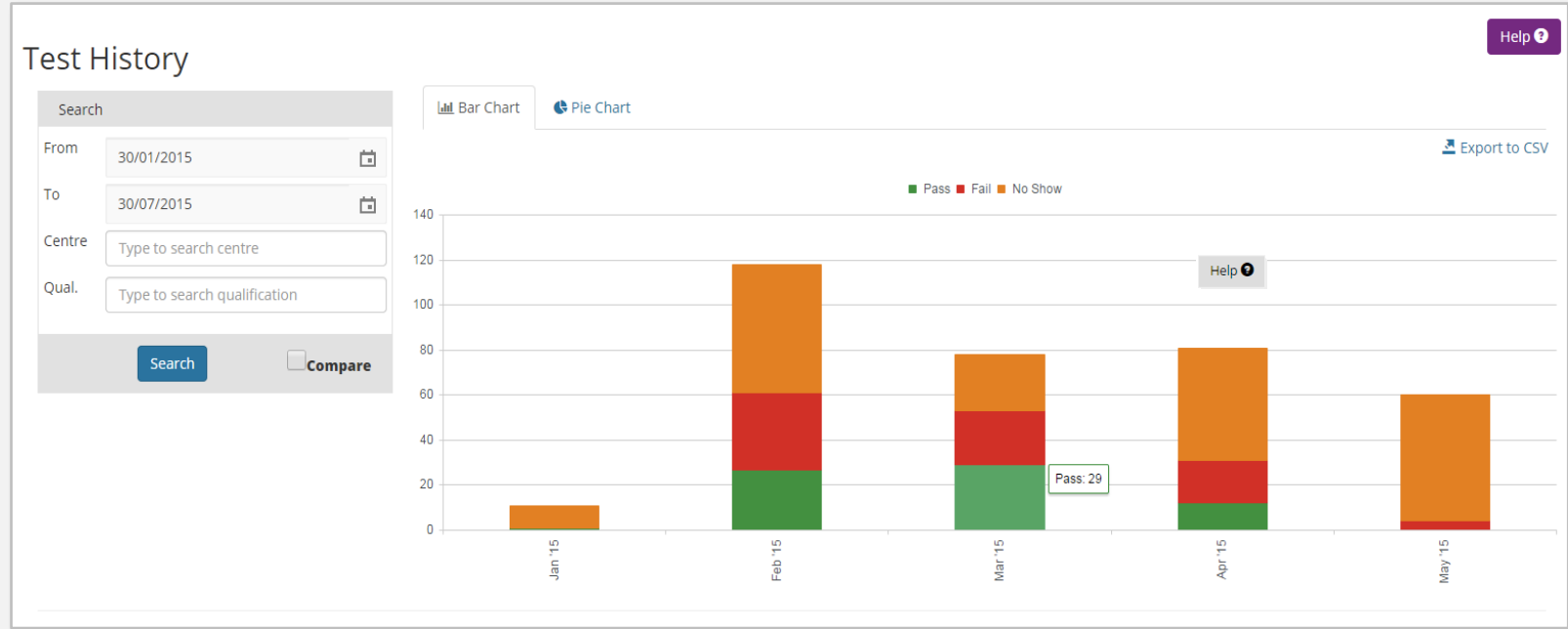
Highlight/Restrict
data displayed
Click on any symbol to grey out and
temporarily remove result from bar chart; click again to make it reappear
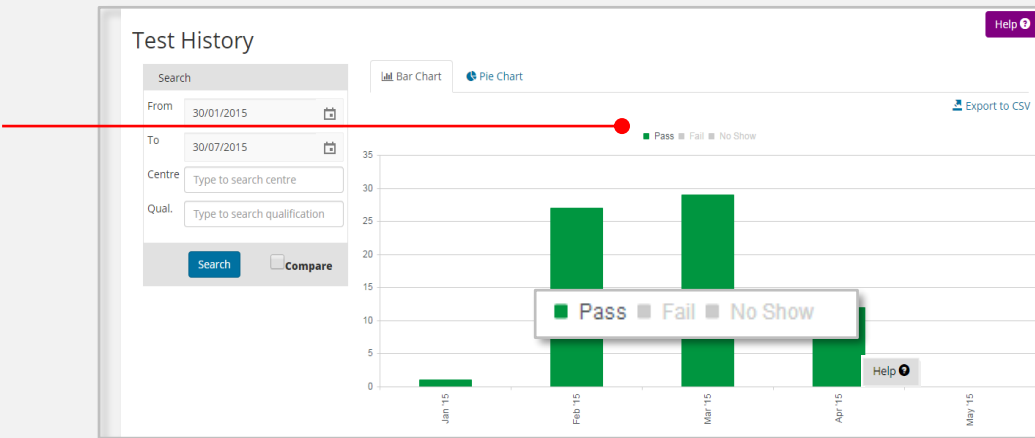
City & Guilds – Global Average

- If you drill down to a particular exam and click on the + symbol, you can see how your centre is performing against City & Guilds global average.

- The global average is the number of pass or fail grades as an average across all the exams of this qualification taken by all City & Guilds centres for the time period you have selected

Test History

The default view shows data across all installation IDs and qualifications for the past six months (from today).

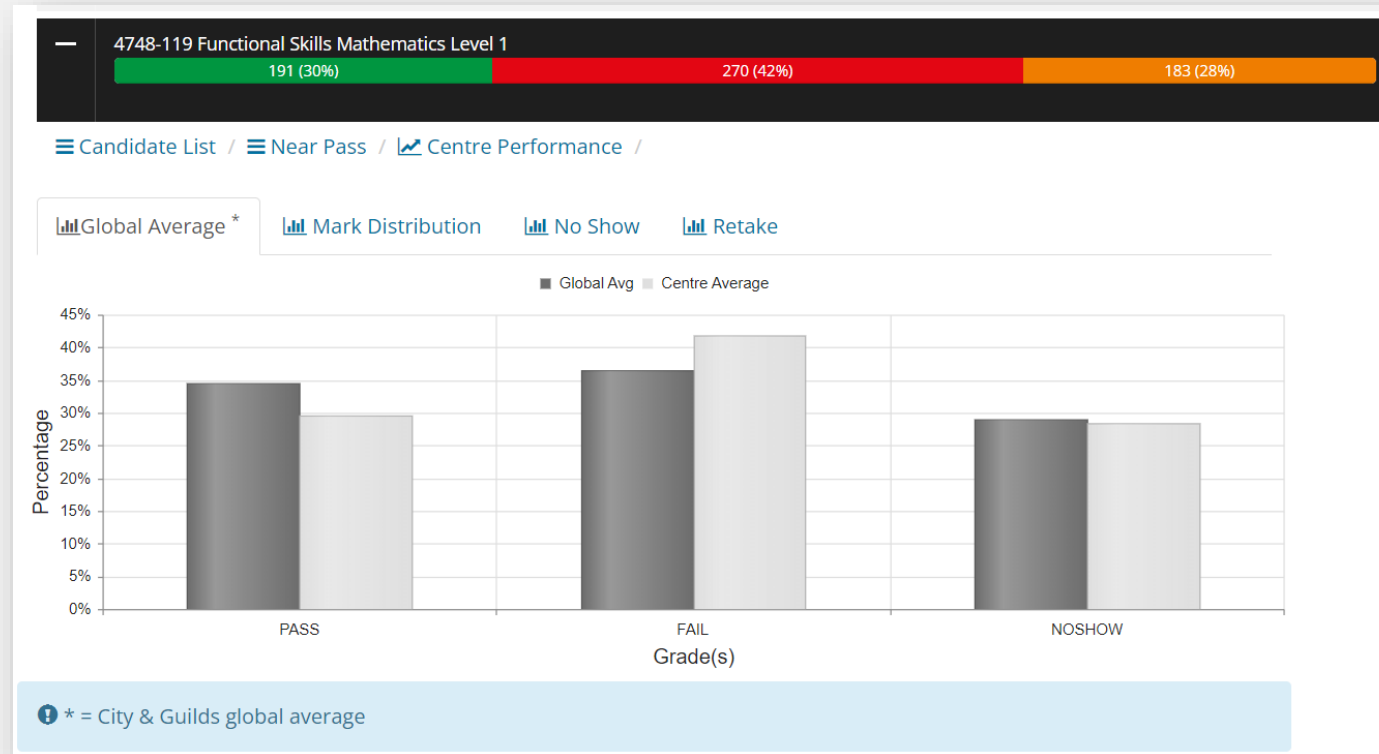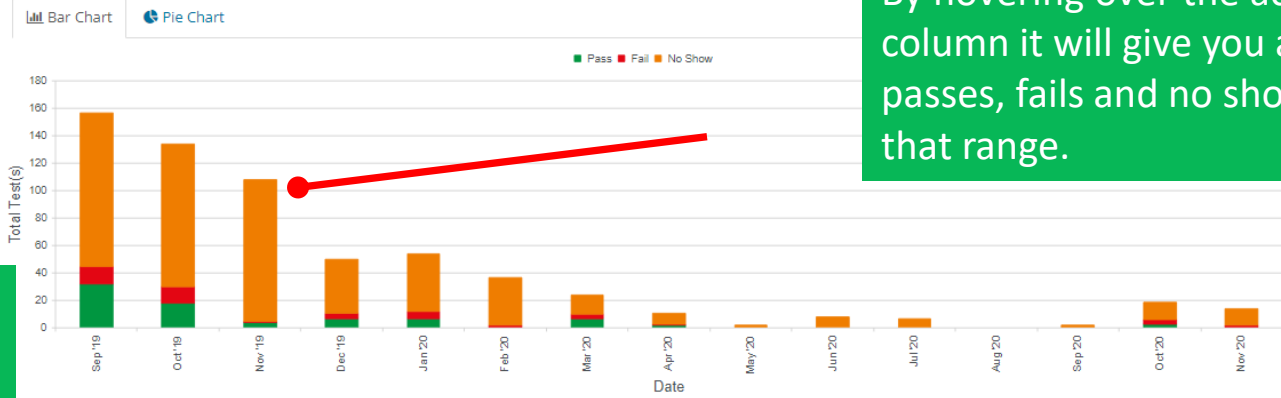By hovering over the actual column it will give you actual passes, fails and no shows for that range.

Searching by qualification and date range can give you information at a glance

Onscreen Provisional Score Report

Marks are allocated to SCS covered in each paper. These can be used for providing further support to learners on areas needed

Provisional Score Report — City & Guilds

PRIVATE AND CONFIDENTIAL

Enrolment No:

Centre:

Centre Installation Code:

Qualification:	4748 Functional Skills
Unit or Assessment:	4748-120 Functional Skills Mathematics Level 2
Test Date:	
Score:	38.33%
Grade:	Fail

For internal use	Mark Available	Mark Achieved	Percentage
For internal use	0	0	0%

4748-120 Functional Skills Mathematics Level 2	Mark Available	Mark Achieved	Percentage
SCS10 Add, subtract, multiply and divide decimals up to three decimal places	1	1	100%
SCS4 Identify and know the equivalence between fractions, decimals and percentages	11	5	45.45%
SCS26 Work out the probability of combined events including the use of diagrams and tables, including two-way tables	2	1	50.0%
SCS8 Express one number as a fraction of another	1	1	100%
SCS5 Work out percentages of amounts and express one amount as a percentage of another	2	1	50.0%
SCS25 Use the mean, median, mode and range to compare two sets of data	6	0	0%
SCS24 Estimate the mean of a grouped frequency distribution from discrete data	1	0	0%
SCS1 Read, write, order and compare positive and negative numbers of any size	1	1	100%
SCS2 Carry out calculations with numbers up to one million including strategies to check answers including estimation and approximation	2	1	50.0%
SCS22 Calculate values of angles and/or coordinates with 2-D and 3-D shapes	3	3	100%

17/01/2022
1

Provisional Score Report

	Mark Available	Mark Achieved	Percentage
SCS6 Calculate percentage change (any size increase and decrease), and original value after percentage change	1	1	100%
SCS20 Understand and use common 2-D representations of 3-D objects	1	0	0%
SCS11 Understand and calculate using ratios, direct proportion and inverse proportion	4	1	25.00%
SCS23 Calculate the median and mode of a set of quantities	3	0	0%
SCS16 Calculate perimeters and areas of 2-D shapes including triangles and circles and composite shapes including non-rectangular shapes (formulae given except for triangles and circles)	6	1	16.67%
SCS7 Order, add, subtract and compare amounts or quantities using proper and improper fractions and mixed number	1	1	100%
SCS17 Use formulae to find volumes and surface areas of 3-D shapes including cylinders (formulae to be given for 3-D shapes other than cylinders)	1	0	0%
SCS28 Draw and interpret scatter diagrams and recognise positive and negative correlation	6	0	0%
SCS14 Convert between metric and imperial units of length, weight and capacity using a) a conversion factor and b) a conversion graph	6	4	66.67%
SCS9 Order, approximate and compare decimals	1	1	100%
Overall Total	60	23	38.33%

Provisional Score Report (paper)

Provisional Score Report

City & Guilds

PRIVATE AND CONFIDENTIAL

Enrolment No:

Centre:

Centre Installation Code:

Qualification:

Unit or Assessment: **Functional Mathematics Level 1**

Test Date:

Score: **29**

Grade: **Fail**

Functional Mathematics Level 1	Performance Codes
SCS 30-31 Probability greater than 50%	SW
SCS8-16 Working with percentages, decimals & fractions less than 50%	SP
SCS 27-29 Using data such as averages, graphs & charts less than 50%	SV
SCS1-7 & 17 Working with numbers less than 50%	SN
SCS21-26 Geometry, area, volume and angles less than 50%	ST
SCS18-20 Units of measure greater than 50%	SQ

SP	14. Calculate percentages of quantities, including simple percentage increases and decreases by 5% and multiples thereof 15. Estimate answers to calculations using fractions and decimals 16. Recognise and calculate equivalences between common fractions, percentages and decimals	Achieved less than 50% of the available marks for this content

SS		**Geometry, area, volume and angles:** 21. Recognise and make use of simple scales on maps and drawings 22. Calculate the area and perimeter of simple shapes including those that are made up of a combination of rectangles	Achieved 50% or more of available marks for this content
ST	SCS 21, 22, 23, 24, 25 & 26	23. Calculate the volumes of cubes and cuboids 24. Draw 2-D shapes and demonstrate an understanding of line symmetry and knowledge of the relative size of angles 25. Interpret plans, elevations and nets of simple 3-D shapes 26. Use angles when describing position and direction, and measure angles in degrees	Achieved less than 50% of the available marks for this content

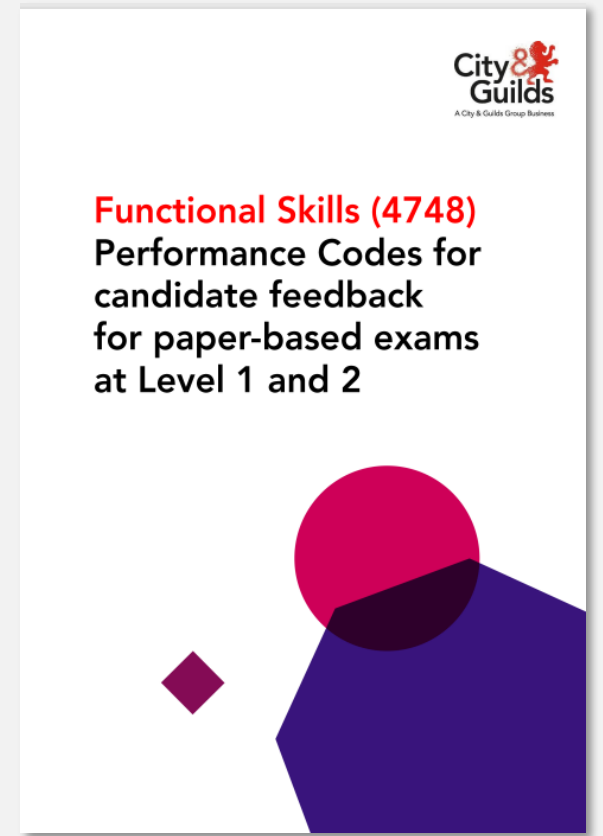# Using the performance codes

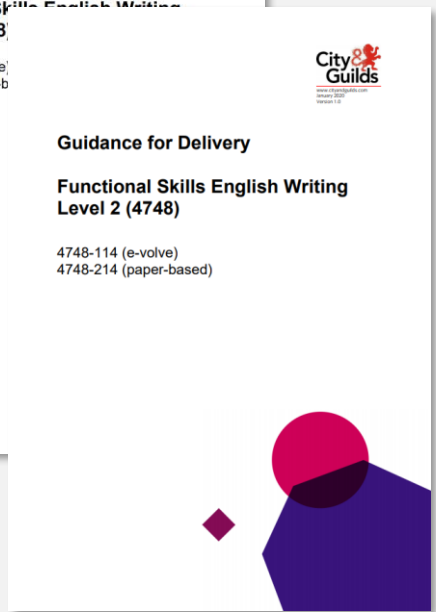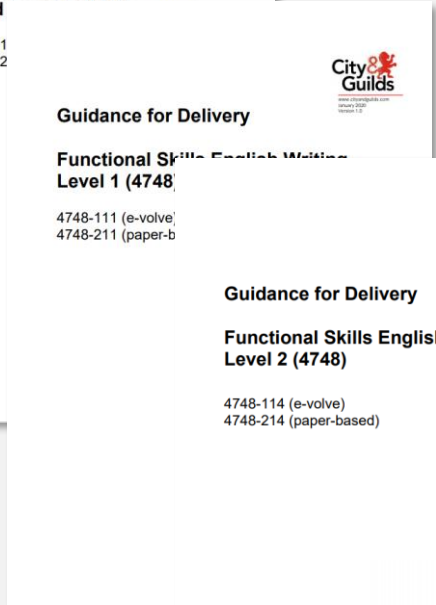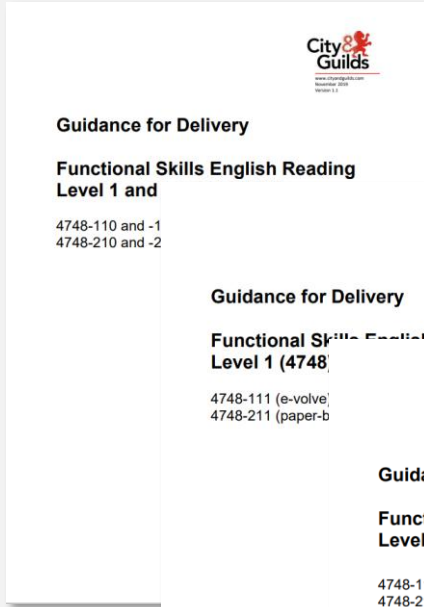|			
SP		14. Calculate percentages of quantities, including simple percentage increases and decreases by 5% and multiples thereof 15. Estimate answers to calculations using fractions and decimals 16. Recognise and calculate equivalences between common fractions, percentages and decimals	Achieved less than 50% of the available marks for this content
SS	SCS 21, 22, 23, 24, 25 & 26	**Geometry, area, volume and angles:** 21. Recognise and make use of simple scales on maps and drawings 22. Calculate the area and perimeter of simple shapes including those that are made up of a combination of rectangles	Achieved 50% or more of available marks for this content
ST		23. Calculate the volumes of cubes and cuboids 24. Draw 2-D shapes and demonstrate an understanding of line symmetry and knowledge of the relative size of angles 25. Interpret plans, elevations and nets of simple 3-D shapes 26. Use angles when describing position and direction, and measure angles in degrees	Achieved less than 50% of the available marks for this content

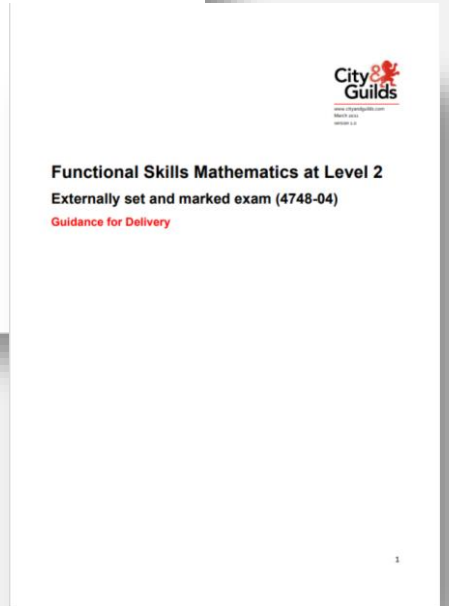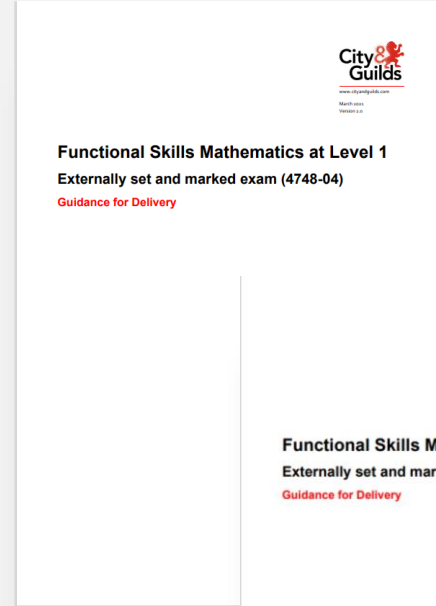Using the **Performance Codes** document on the 4748 qualification page can support you

City & Guilds
A City & Guilds Group Business

Functional Skills (4748)
Performance Codes for candidate feedback for paper-based exams at Level 1 and 2

Making use of the Guidance for Delivery documents

Guidance for Delivery

Functional Skills English Reading Level 1 and

4748-110 and -1
4748-210 and -2

Guidance for Delivery

Functional Skills English Writing Level 1 (4748)

4748-111 (e-volve)
4748-211 (paper-b

Guidance for Delivery

Functional Skills English Writing Level 2 (4748)

4748-114 (e-volve)
4748-214 (paper-based)

Functional Skills Mathematics at Level 1

Externally set and marked exam (4748-04)

Guidance for Delivery

Functional Skills Mathematics at Level 2

Externally set and marked exam (4748-04)

Guidance for Delivery

Contain links to the SCS

Key documents to support your delivery

Functional Skills qualifications and training courses | City & Guilds (cityandguilds.com)
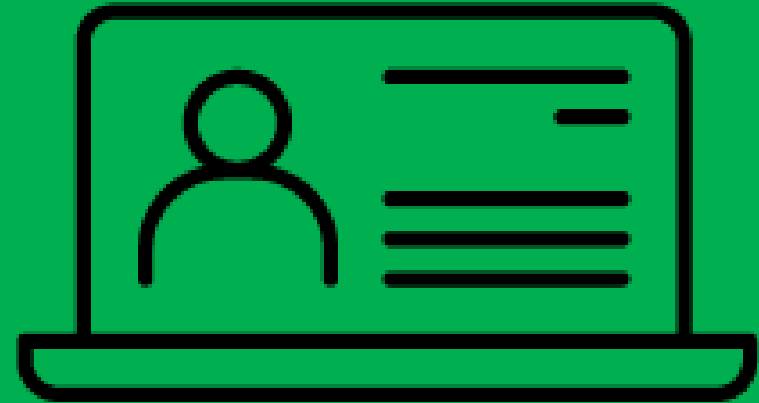
Setting up an e-volve account

Check that you meet the technical requirements

○ SecureAssess Minimum technical requirements (PDF)

○ SecureClient Installation Guide (PDF)

Complete the application form

e-volve application form | City & Guilds (cityandguilds.com)

E-volve SecureAssess and Centre Analytics are linked but you have to log into each account separately

What if you only use paper-based FS exams?

- Obtain performance feedback and raw scores for candidates who have taken paper-based Functional Skills exams through Centre Analytics platform

- Contact our customer service team on evolvesupport@cityandguilds.com and provide the following information:

  – Centre Number

  – Centre Name as shown on Walled Garden

  – Name of the Primary User and their preferred Username

  – Primary User's email address

  – Name of the Secondary User and their preferred Username
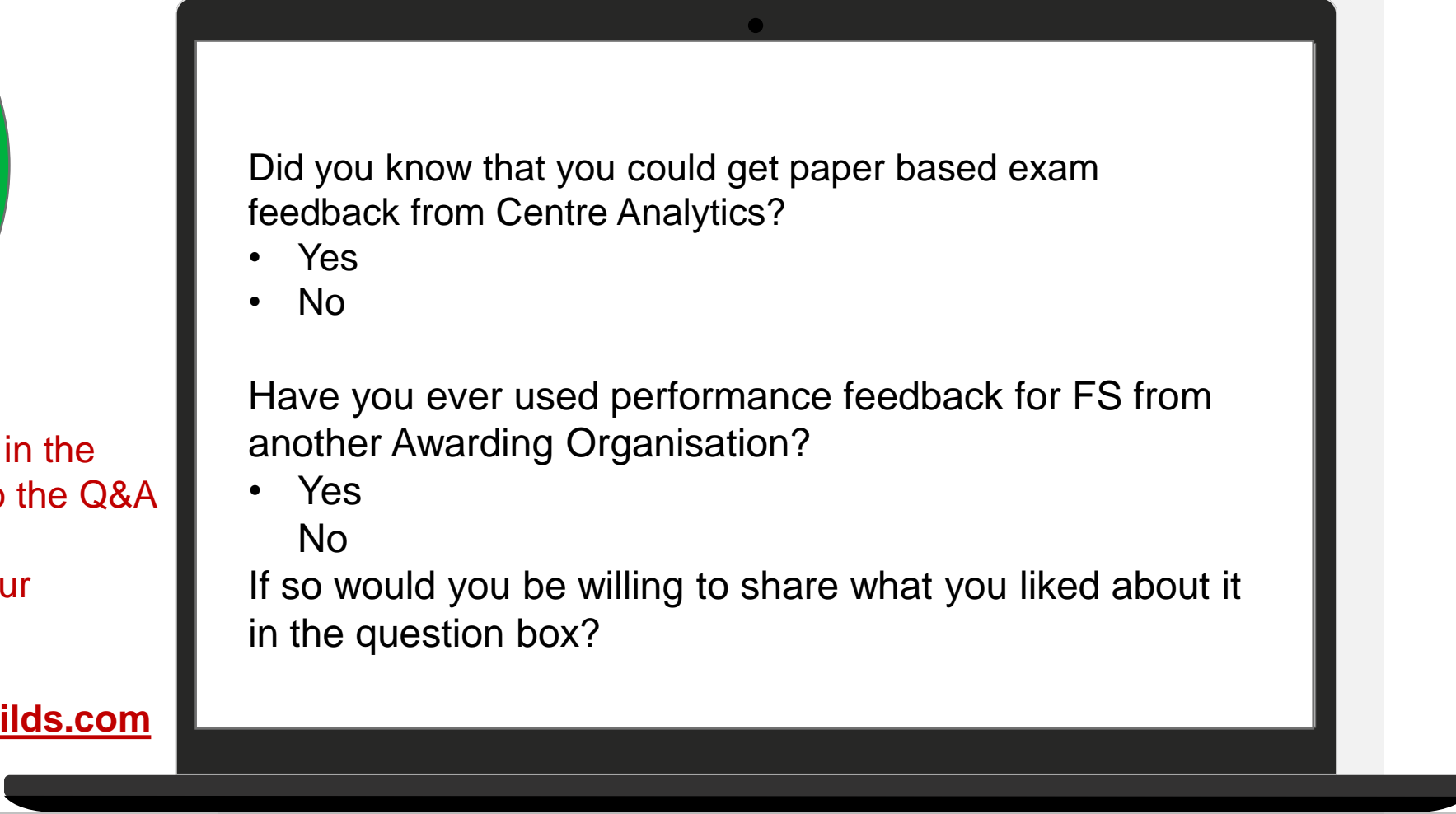
  – Secondary User's email address

We would like to hear from you

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar.
Alternatively, you can email your responses to:

pre-employment@cityandguilds.com

Did you know that you could get paper based exam feedback from Centre Analytics?
- Yes
- No

Have you ever used performance feedback for FS from another Awarding Organisation?
- Yes
   No
If so would you be willing to share what you liked about it in the question box?
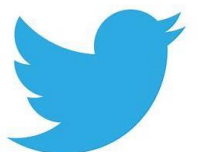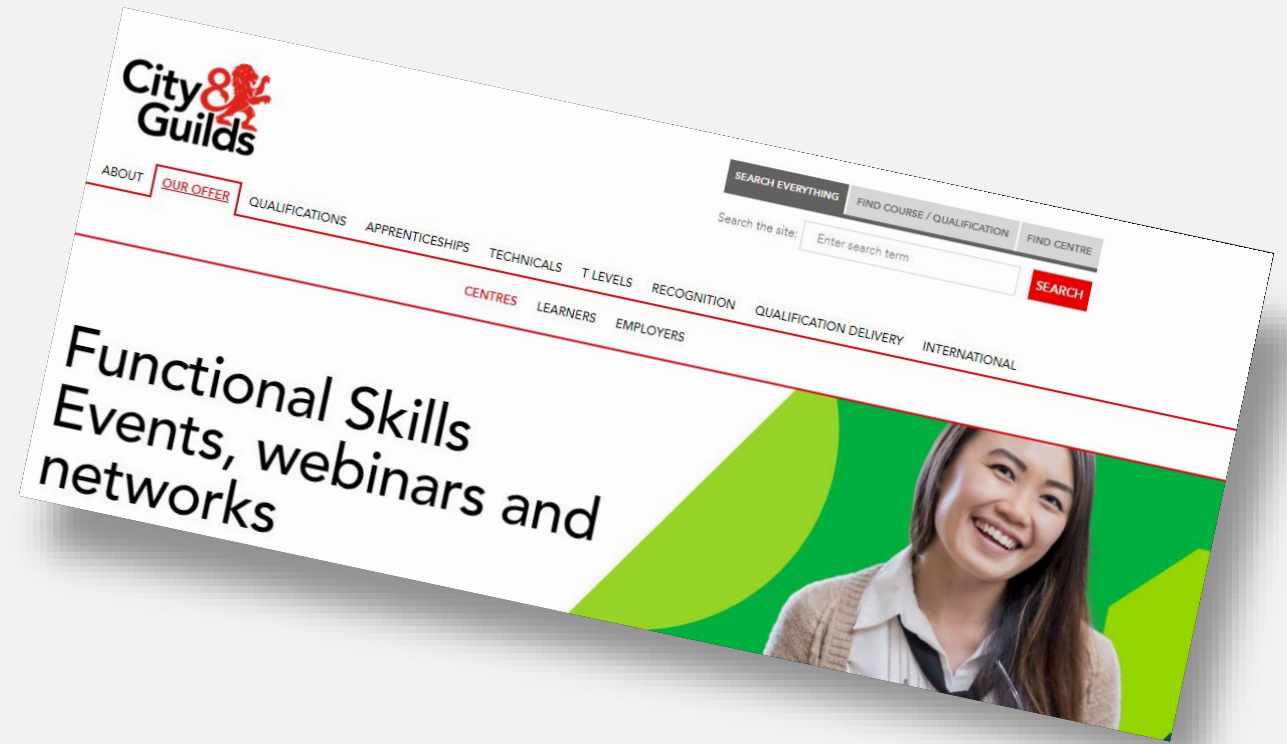
Support available

Join us for our face to face Connect-Share-Networks

Upcoming in person events:
- 31 January 2023 Dudley
- 9 March 2023   London
- 26 April 2023   Wakefield

We also offer monthly online Virtual Link-ups

Events and Webinars - Maths and English | City & Guilds

Questions and answers

If you are watching this recording, 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:

centresupport@cityandguilds.com

For maths and English queries contact:

pre-employment@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 Thursday 9 February 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

City and Guilds Group

Giltspur House

5–6 Giltspur Street

London EC1A 9DE