



openawards

Functional Skills

XAMS Guidance



XAMS GUIDANCE

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1. Accessing XAMS

1.1 System Requirements

All you need to use XAMS is any mainstream browser, this includes any of the following (or later versions): Internet Explorer 9 (version 10 if delivering ICT); Chrome 34.0.1847; Microsoft Edge; Firefox 31.0; Safari 6.2. For ICT assessments, you will also need to have access to Microsoft Office 2007 (or later)

1.1.1 Enabling Popups

You must have popup blocking switched off to use certain parts of the system. In particular, learners will not be able to sit assessments if popup blocking is switched on. If you require advice on this, see your network administrator.

1.2 Logging In

Go to <https://openawards.xams.co.uk> and enter the **User ID** and **Password**, then click **Log In**. This will take you to the **Home** screen.

To log out of the system, click **Log off** on the menu at the top of the screen.

2. Scheduling Assessments

2.1 Schedule Screen

To access the Schedule screen click **Schedule** on the menu located at the top of the screen. Here you can see a list of scheduled assessments, create new schedules and edit existing schedules.

2.2 Creating a Schedule

To create a new schedule, click **Create Schedule** at the top left of the screen (you may be required to select the delivery venue from the **Centre/Site** dropdown menu first). The Add new Schedule popup will appear.

2.2.1 Assessment

Select the appropriate assessment from the dropdown. You will only see assessments related to qualifications that you have registered learners to.

2.2.2 Delivery Type

Select how the assessment is to be delivered: On-line; or Paper. Paper assessments will be posted, therefore, scheduling and marking timescales will differ.

2.2.3 Start Date/Time

Enter the start date and time. For online assessments, you need to allow at least 48 hours before the planned time of assessment. For paper based assessments, you need to allow at least 15 working days.

The Date and time values can be entered by typing directly in to the field or using the calendar & clock date & time pickers to the right of it.

We recommend that you set this to the actual time at which you expect the assessment to start.

This is the point at which the assessment will become available to a learner to sit. If a learner logs in before this point, they will see it as an available assessment but they will not be able to start it.

2.2.4 Schedule Name

Enter a schedule name. We recommend the name has a connection to the assessment being sat and makes the schedule easily identifiable when you are viewing the list of scheduled assessments.

For example: M2 09/07
E1 05/12

2.2.5 Location

Enter the location of where the assessment is taking place. If this is your main site you may leave this blank.

2.2.6 Password

Create a password, this will be required to activate the test and is common to all learners in the particular schedule. It will appear on the group Attendance List and on each learner's Login Sheet along with their individual password.

We strongly recommend that you use the randomly generated password that the system creates for you.

2.2.7 Adding Students/Cohorts

Click **Add Students** to select the learners who will be sitting the assessment. To select learners, check the box to the left of their name. When you have selected all the learners for the schedule, click **Save** to return to the Add new Schedule popup.



Alternatively, you can select the learners as a group by clicking **Add Cohort**. You select a cohort in the same way that you select a learner. Once you have selected the cohort and clicked **Save**, the learners are added to the schedule as though they were individually selected.

2.3 Completing a Schedule


When you are happy with the schedule details, click **Insert** to create the schedule. The Schedule screen will now display your newly created schedule. Bear in mind that the default sort order is by Start Date.


2.4 Editing and Deleting Schedules

Prior to an online schedule becoming active it can be edited or deleted. Paper based schedules cannot be edited or deleted, please contact Open Awards if you want to make any changes.

To edit a schedule click the  pencil icon towards the right of the schedule row. The Edit Schedule popup will appear; here you can change the schedule details and learners in exactly the same way as when creating a schedule. When you have made any changes, click **Update**. To delete a schedule, click the  icon towards the right of the schedule row.

2.5 Printing Schedule Information

Click the  icon at the end of a schedule row to generate a printable Attendance List for that schedule. The attendance list is a single sheet showing the schedule password and the login details for each learner. This should be completed by the invigilator and retained at your centre for 6 months after the assessment. In accordance with the Invigilator Guidance, should there be a reportable incident during the assessment, you should return the Attendance List to functionalskills@openawards.org.uk within 24 hours of the assessment taking place.

Click the  icon to generate individual Login Sheets for each learner. The information provided is the same as the Attendance List but one page per learner. These should be handed out to the learners before the assessment starts.

3. The Learner Experience

Once a test has been scheduled and the allotted start date and time is reached, the test becomes active and available for all the learners who have been assigned to it. This process is different for Speaking, Listening and Communication; for more information see section 4.

3.1 Taking the Online Assessment

Learners should go to <https://openawards.xams.co.uk> and enter the **User ID** and **Password** provided on their Login Sheet, then click **Log In**. They will then be taken to the Learner Home screen.

3.1.1 Learner Home Screen

The learner home screen is a rubric stating various test rules etc. Learners must read the rubric and tick boxes to acknowledge they have read it and to confirm their identity, after which the learner can click **Next** to move to the **Assessment Screen**.

3.1.2 Assessment Screen

The Assessment Screen will show the assessment(s) that have been scheduled for the learner. In addition to those, there will be a **Practice assessment** available that the learner can take as many times as they like. To take an assessment, the learner simply clicks **Start** against the appropriate assessment.

3.1.3 Beginning the Assessment

The learner will be asked to enter the schedule password provided on their Login Sheet before the test will begin. The learner should read the instructions before clicking **Start** to begin answering questions.

3.1.4 Answering the Questions

All questions are in a numbered list. To move between questions, click the relevant question number or use the Back and Next arrow buttons. Questions that have been answered are highlighted in yellow. The current question number is underlined. The learner should insert their answer in the Answer box located at the bottom of each question. Learners should show their workings in the Workings area to the right of the screen as this will also be marked. The Show Resources and Calculator buttons will only be available if required.

3.1.5 Time

The time left to complete the assessment is shown in green in the top right hand corner of the screen. As the learner enters the last 10 minutes of the assessment, the timer will turn orange to warn the learner.

3.1.6 Finishing the Assessment

When the learner has finished the assessment, they should click the **Finished** button, at which point they will be asked to confirm that they really do want to finish. Once the learner has confirmed, they will not be able to resume the test or answer any more questions.

4. Administering Speaking, Listening and Communication

4.1 Creating a Schedule

Create a new schedule as per the guidance in section 2. The Password and Type fields are not applicable for Speaking, Listening and Communication schedules.

4.2 SLC Results Entry

To enter results for a given schedule, click **Administration** on the menu at the top of the screen then select **SLC Results Entry** from the dropdown menu. The SLC Results screen will appear.

4.2.1 Selecting the Appropriate Assessment

Using the calendar pickers, select the period for the schedules you wish to see. Then, select the relevant schedule from the Schedule dropdown. The learner details for the selected schedule will be displayed below.

4.2.2 Completing the Schedule Task Details

You must enter the cohort assessment details for the given cohort using the form provided. When all sections have been completed and you are happy with the details, click **Submit Cohort Details** at the bottom of the form.

4.2.3 Entering the Results Data

This information must be entered on a learner-by-learner basis. Select the relevant learner from the list on the left of the screen. For each learner, select whether they have 'met' or 'not met' each of the required criteria using the radio buttons.

Once completed, click **Submit Learner Details** at the bottom of the form. When results have been submitted for a given learner, the date of the submission is denoted at the top of the learner's feedback sheet.

5. Results

Once an assessment has been completed by a learner it will be marked by the marking team. Results for online assessments will be available within 16 working days from the date the assessment was taken, and within 27 working days for paper based assessments.

5.1 Results Screen

To access the Results screen click **Reports** on the menu at the top of the screen then select **Results** from the dropdown menu.

Here you can see results for every assessment taken and generate individual results sheets for your learners. Using the calendar pickers, select the period for the results you wish to see. You can also filter by selecting the relevant assessment from the Assessment dropdown.

The default sort order for the screen is date/time submitted, with the most recent displaying first. The list can be filtered, sorted and exported to Excel.

5.2. Individual Learner Results

To create individual results reports, check the box against the relevant learner(s) under **Print selected results**, and then click **Print selected results**. This will generate a Learner Statement of Results, one page per learner. You can save or print this document.

5.3 Multiple Learner Results

To create multiple results reports, check the box against the relevant learners under **Print selected results**, and then click **Export to Excel**. This will generate a report in Excel showing results for the selected learners. You can sort or filter by each of the column headers.

To view results for all learners, click **All results**. This will generate a report in PDF.

6. Resits

Learners are permitted to re-sit an external assessment, where they are not successful. Learners must wait at least two weeks before re-attempting an external assessment. You should schedule a learner for a resit in the same way as you would for a first attempt (please refer to guidance in section 2).