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Step By Step Guide

## Scheduling Assessments

Changing Lives  
Through Learning



# Contents

• Important Information .....	3
• Paper-based Assessment Timescales .....	4
• Online Assessment Timescales .....	5
• Open Awards XAMS Portal .....	6
• Open Awards XAMS Portal home screen .....	7
• Add a new schedule .....	8
• Allocating a learner to a schedule .....	9
• Allocating a group of learners to a schedule .....	10
• Amend or re-schedule an assessment .....	11
• Delete a scheduled assessment .....	12
• Printing an attendance list .....	13
• Printing a learner login sheet .....	14

# Important Information

Ensure you have a valid **username and password** for the Open Awards XAMS Portal.

All assessments need to be scheduled in enough time before the assessment is to take place using the **Open Awards XAMS Portal**.

When you have scheduled your **paper-based** and **online assessments** you will need to print off an **attendance list** and give this to whoever is invigilating the assessment.

When you have scheduled your **online assessments** you will need to print off the **Learner Login Sheet** and give this to the assessment invigilating who will provide these to the learners at the beginning of the assessment so they can access the online assessment.

Please note; tutors are not to invigilate learners who they have taught.

If you need further assistance contact **Open Awards** on [enquiries@openawards.org.uk](mailto:enquiries@openawards.org.uk)

Alternatively watch the video **Scheduling: Booking your learner assessments**

# Paper-based Assessment Timescales

## Speaking, Listening and Communication Assessments

- Need to be scheduled 48 hours before the assessment for all Entry levels and Level 1 and 2.

## Paper-based Assessments

Available for;

- Entry level 1-3 qualifications and must be scheduled 48 hours before the assessment is taken.
- Level 1 and 2 qualifications and must be scheduled 15 working days before the assessment is taken.

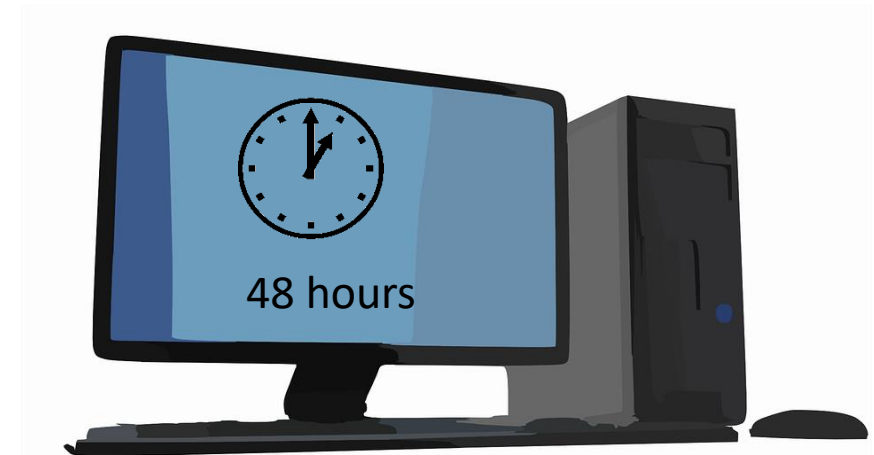


# Online Assessment Timescales

## Online Assessments

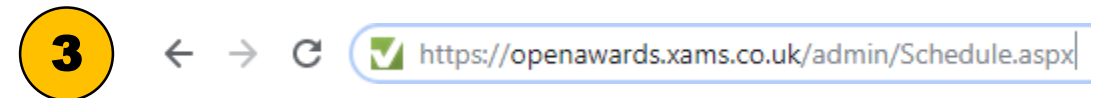
Available for;

- Level 1 and level 2 qualifications only and must be scheduled 48 hours before your learner can take the assessment.



# Open Awards XAMS Portal

1. Make sure you have your login credentials from the Open Awards team.
2. Open your web browser
3. Visit the web site  
<https://openawards.xams.co.uk/admin/Schedule.aspx>
4. Enter the username and password you have been provided.



## Welcome

Please enter your User ID and password in the login box to access the system.

Forgotten your login?

- If you are a learner and have been scheduled to sit a test by your centre please speak to your invigilator
- Exam officers please email [webenquiries@openawards.org.uk](mailto:webenquiries@openawards.org.uk)

Please remember that your popup blocker must be switched off to sit an exam.

4

Login ID

Password

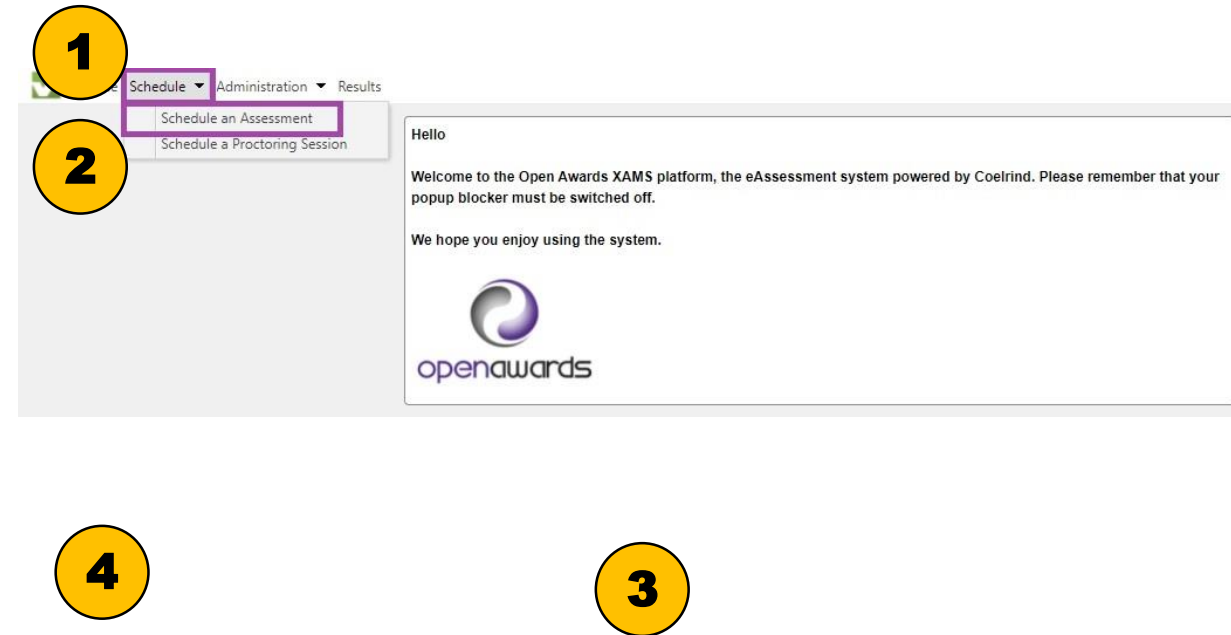
Log In

[Forgot your password?](#)

# XAMS home screen

The first screen displayed will be the home screen.

1. Click on **Schedule** dropdown menu
2. Then click **Schedule an Assessment**



# Add a new schedule

1. The **Edit Schedule** form will open on the Schedule Details tab
2. Choose the **qualification and assessment** you want to book from the drop down menu
3. Select the **Delivery** type as **Online** or **Paper**
4. Add the **date and start time** of the assessment
5. Create an identifiable name for the test session E.G. Class 11B 29/10
6. Choose a password for the online test. If you press **generate** the form will allocate one for you
7. Add the location where the assessment will be taking place and you are now ready to pick your learners

The screenshot shows the 'Edit Schedule' form with the following fields and callouts:

- 1**: Points to the 'Schedule details' tab.
- 2**: Points to the 'Qualification' dropdown menu.
- 3**: Points to the 'Delivery type' dropdown menu.
- 4**: Points to the 'Date/Time' field.
- 5**: Points to the 'Schedule name' field.
- 6**: Points to the 'Schedule Password' field.
- 7**: Points to the 'Time and Location' field.

The form includes the following sections:

- 1. Select a Qualification and an Assessment**: Qualification: 600/8643/9 - Open Awards Functional Skills Qualification in English at Level 2, Assessment: Functional Skills English Level 2 Reading.
- 2. Enter the schedule details**: Delivery type: On-line, Date/Time: 05/02/2020 12:00, Schedule name: Class 2B, Schedule Password: Fayu0810, Time and Location: Head Office.
- 3. Add learners to this schedule**: Click here to pick the learners, Click here to add a cohort.

Buttons: Save, Cancel.



# Allocating a learner to a schedule

1. Now you have completed **Schedule Details** tab you are ready to **pick your learners** for the assessment. These learners have to be registered for the qualification before you can schedule the assessment.
2. Select the button that says “**Click here to pick the learners**” This is for adding one learner for scheduling.
3. You are now in the **learner tab**. Tick the learner that you want to sit the assessment and press **save**.
4. The learners selected will be displayed in learner tab.

**1**

**2**

**3**

**4**

The screenshots illustrate the process of allocating a learner to a schedule. The first screenshot shows the 'Edit Schedule' window with the 'Learners' tab selected. The second screenshot shows the 'Click here to pick the learners' button highlighted. The third screenshot shows the 'Pick Learners' window with a table of learners, where 'Caveman' is selected. The fourth screenshot shows the 'Edit Schedule' window with the 'Learners' tab selected, and the 'Save' button highlighted.

	Last Name	First Name	Learner ID	Extra Time
<input checked="" type="checkbox"/>	Caveman	Captain	10182542	0

# Allocating a group of learners to a schedule

1. Now you have completed schedule form details you are ready to allocate the assessment schedule to a registered user or group
2. Add Cohort if you want to enter more than one learner for the assessment
3. Tick the group that you want to sit the exam. You can click on the left chevron (>) to view who is in the group
4. Click **Save** on the **add a cohort**
5. The learners selected will be displayed in learner tab
6. Now click on **SAVE**

1. **Edit Schedule** window, **Learners** tab, **Add learners to this schedule** section.

2. **Pick Cohort** window, cohort list.

3. **Edit Schedule** window, **Learners** tab, **Add learners to this schedule** section.

4. **Pick Cohort** window, cohort list.

5. **Edit Schedule** window, **Learners** tab, **Add learners to this schedule** section.

6. **Edit Schedule** window, **Learners** tab, **Add learners to this schedule** section.

# Amend or Cancel a scheduled assessment

1. Find the scheduled assessment and then click on the pen icon
2. Click the **SCHEDULE DETAILS** tab to change and update the schedule details
3. Click on the **LEARNERS** tab
4. The click on the buttons to **add** or **remove learner**.
5. Click **SAVE** to exit the **LEARNER** tab and return to the **SCHEDULE DETAIL** tab
6. Click **SAVE** on the **SCHEDULE DETAIL** tab to confirm all the changes

The image shows a sequence of three screenshots from a web application, illustrating the process to amend a scheduled assessment. The first screenshot shows a table of scheduled assessments with a pen icon circled in red. The second screenshot shows the 'Edit Schedule' dialog box with the 'Learners' tab selected. The third screenshot shows the 'Learners' tab with the 'Add learners' button circled in red.

**1** Find the scheduled assessment and then click on the pen icon

**2** Click the **SCHEDULE DETAILS** tab to change and update the schedule details

**3** Click on the **LEARNERS** tab

**4** The click on the buttons to **add** or **remove learner**.

**5** Click **SAVE** to exit the **LEARNER** tab and return to the **SCHEDULE DETAIL** tab

**6** Click **SAVE** on the **SCHEDULE DETAIL** tab to confirm all the changes

# Printing an attendance list and Login Sheets

1. Find the scheduled assessment and click on the print attendance icon
2. The **PRINT PAPERS** box will pop up. Use the drop down menu to select the document you want to print and then press **PRINT** followed by **CLOSE**
3. When you have printed the **LOGIN SHEET** you will need to give it to the invigilator. The invigilator will then give each **LOGIN SHEET** to the named learner so they can log in to the online assessment system
4. When you have printed the **ATTENDANCE LIST** you will need to give it to the invigilator to record the attendance of the learners sitting the exam

**1**

Home Repository Schedule Administration Reports Marking Manager Mark Assessments

From 05/01/2020 To 05/03/2020 Centre/Site Liverpool Open Awards (Test)/Open Awards Headquarters Refresh Schedules

07/02/2020 09:00 Class 28 Liverpool Open Awards (Test) Open Awards Headquarters Functional Skills English Level 2 Writing 07/02/2020 10:00 05/02/2020 11:00

**2**

Print Papers

Select option: Attendance List

Attendance List

Login sheets

Print

Close

**3**

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Login sheet

Schedule - Y11a 04/11/19

Centre: Open Awards Headquarters

Assessment: Functional Skills English Level 2 Reading

Start: 04/11/2019 09:00

End: 04/11/2019 11:30

Duration: 75 mins

Created: 24/10/2019 14:12

Password: Geru5784

First Name	Last Name	Login ID	Password	Extra Time
Captain	Caveman	009010182542	Fwa8324	

**4**

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Attendance List

Schedule - Y11a 04/11/19

Centre: Open Awards Headquarters

Assessment: Functional Skills English Level 2 Reading

Start: 04/11/2019 09:00

End: 04/11/2019 11:30

Duration: 75 mins

Created: 24/10/2019 14:12

Password: Geru5784

First Name	Last Name	Login ID	Password	Extra Time	Remove	Reason	Present	Absent
Captain	Caveman	009010182542	Fwa8324				<input type="checkbox"/>	<input type="checkbox"/>

Invigilator name:

Invigilator signature:

Date:

In accordance with our guidelines, please retain a copy of this form. Should an incident occur, please complete the section below and forward a copy of this form to functional.skills@openawards.org.uk.

Reportable issues