

XAMS User Guide

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Contents

Disclaimer	2
About this guide	3
Technical problems	3
Using XAMS	4
Minimum Requirements for Safe Exam Browser	4
Minimum Requirements for XAMS System	4
Installing Safe Exam Browser	5
The Download	5
The Installation - Windows	6
The Installation – macOS	8
Upon installing Safe Exam Browser..	8
XAMS system guidance	10
Logging in to XAMS	10
Navigation Bar	11
Schedule	12
Features of the Schedule screen	12
Administration	13
Reports	13
Exam Scheduling	14
Scheduled Learners Report	16
Invigilation Pack	17
Attendance List	17
XAMS: The Learner Experience	18
Logging in to the XAMS player via Safe Exam Browser	18
Welcome Page	18
Select Exam	19
Starting the Exam	19
Navigating the exam	20
Questions	20
Preferences	21
Enlarging text on the exam screen	21
Time	21
Expanding an answer box	21
Finishing an exam	22
If you lose internet connection during an exam..	23
Printing learner feedback reports or result slips	24
Example feedback report	25
Example result slip	25

Disclaimer

Whilst every effort has been made to ensure that the information and content within this user guide is accurate, up-to-date and reliable, the information provided is on an “as is” basis. Skillsfirst shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this guide or from the use of the software accompanying it.

It is a centres responsibility to ensure the compatibility and functionality of any antivirus, anti-malware or firewall software with Safe Exam Browser / XAMS.

The layout and functionality of the screens in this guide will be consistent with the system, however there may be slight terminology variances from XAMS.

About this guide

XAMS is the platform for recognised centres delivering VTCT (Skillsfirst) Functional Skills qualifications.

This guide intends to provide you with all of the required information you will need for the use of the XAMS platform.

To support your understanding throughout the guide, we have provided an explanation below of the three areas of the platform you will be using.

Area	Explanation
Safe Exam Browser	To invigilate an exam face to face you will need to use Safe Exam Browser. Safe Exam Browser is an internet browser that 'locks' the screen, meaning the learner cannot do anything on the machine other than sit the exam. ALL Functional Skills exams that are being invigilated face to face will have to be sat via this browser. You will have been provided an Exam Launcher for Safe Exam Browser that will take you straight to the area where a learner will log in for their exam, if you are receiving issues with this then please contact Skillsfirst using the contact details below.
XAMS System	This is the system used to schedule exams, print invigilation packs and view learners results.

We advise that you familiarise yourself with the information in this guide before installing the Safe Exam Browser software and using XAMS.

Technical problems

Should you encounter any problems with any aspect of your installation, or with using XAMS, please contact us via exams@skillsfirst.co.uk or 0121 270 5100 (option 1).

Please note: It is important to ensure that the following link is added as an exception to any Firewall that you may have: <https://linx2.vtct.org.uk/>

Using XAMS

There are 2 different areas to XAMS. The first area will be a website which will allow you to schedule exams, print invigilation records and run reports. You can access this area [here](#).

The second area will be the online player where learners will take their exams. Safe Exam Browser **must** be downloaded in order to invigilate Functional Skills exams.

Minimum Requirements for Safe Exam Browser

Safe Exam Browser must be downloaded in order to sit Skillsfirst exams online. The minimum requirements for Safe Exam Browser are as follows:

Operating System	Supported Operating System	Safe Exam Browser Version
Windows	Windows 7 Windows 8/8.1 Windows 10	Windows: SEB 2.2.3 or higher
Mac	MacOS 10.13 High Sierra MacOS 10.12 Sierra OS X 10.11 El Capitan OS X 10.10 Yosemite OS X 10.9 Mavericks	MACOS: SEB 2.1.3 or higher iOSL: SEB 2.1.3 or higher

Minimum Requirements for XAMS System

Supported Browsers	Internet Explorer: 9 or above Chrome: 34.0.1847 or above Microsoft Edge: All Versions Firefox: 31.0 or above Safari: 6.2 or above Safe Exam Browser 2.0.2 or above
Browser settings	Popups must be allowed. Guidance on how to do this below: IE11: http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-11 IE10: http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-10 IE9: http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-9 IE8: http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-8 Chrome: https://support.google.com/chrome/answer/95472?hl=en-GB Firefox: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings
Screen Resolution	For sitting tests and performing administrative tasks: 1024 x 768

Installing Safe Exam Browser

Below is our step-by-step guide on how to install Safe Exam Browser on both Windows/macOS operating systems.

This platform will be required for learners to take their Functional Skills exams.

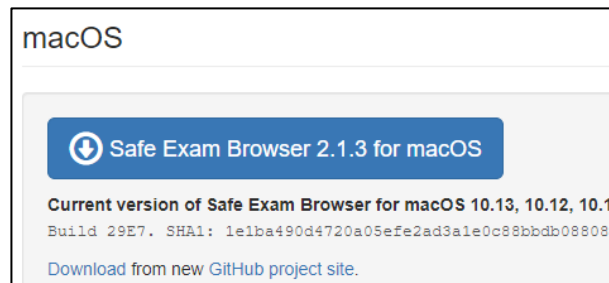
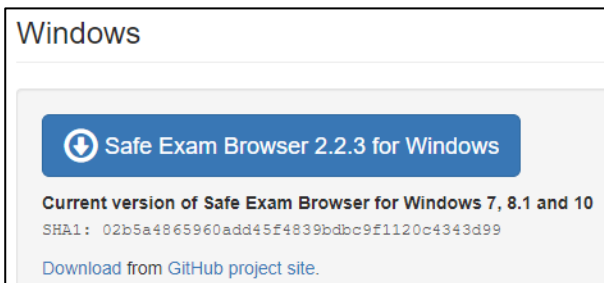
The Download

To download Safe Exam Browser, open the below link:

- https://safeexambrowser.org/download_en.html

Select the download option relevant to your Operating System.

Below are screenshots showing the Windows and MAC download buttons.



Selecting either of the above will trigger a download on your internet browser, this may open in a new tab.

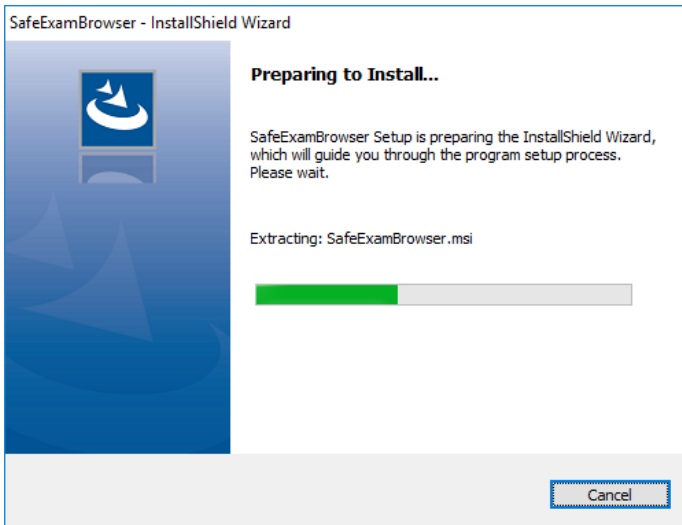
Choose to run the download.

Please note: You may be required to enter an administrative password to complete the installation. Please contact your IT team for further support with this.

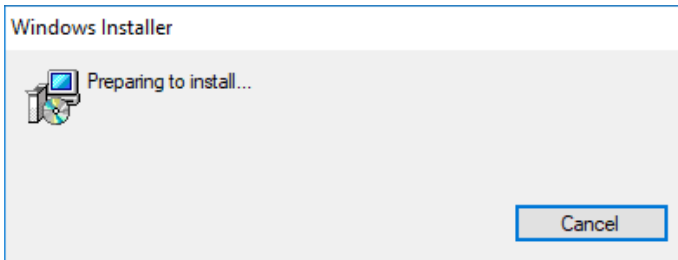
Please note: You may be asked if you are happy for the software to make changes to your machine. If you are unsure about the answer to this, please contact your IT support.

The Installation - Windows

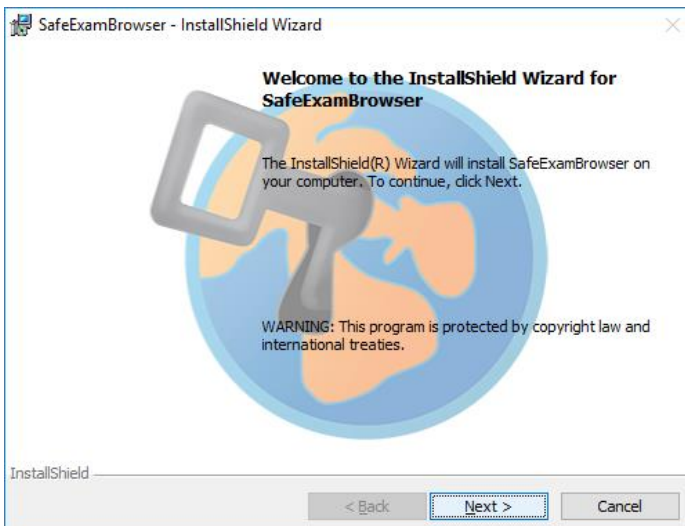
Running the download will start the InstallShield Wizard which confirms Safe Exam Browser is preparing to install...



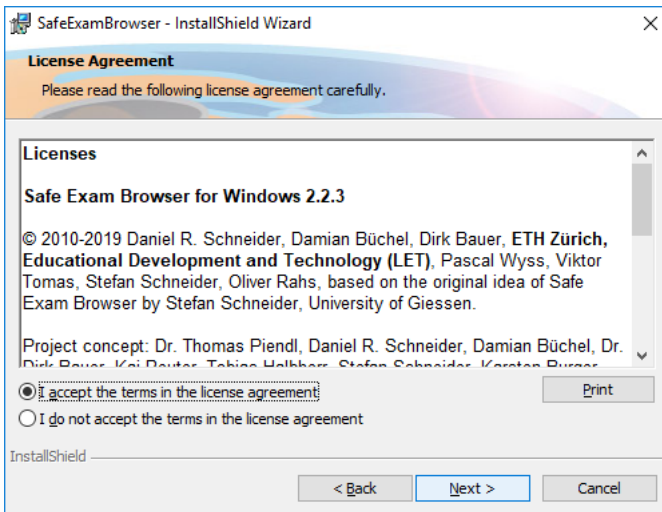
...swiftly followed by the Windows Installer installation.



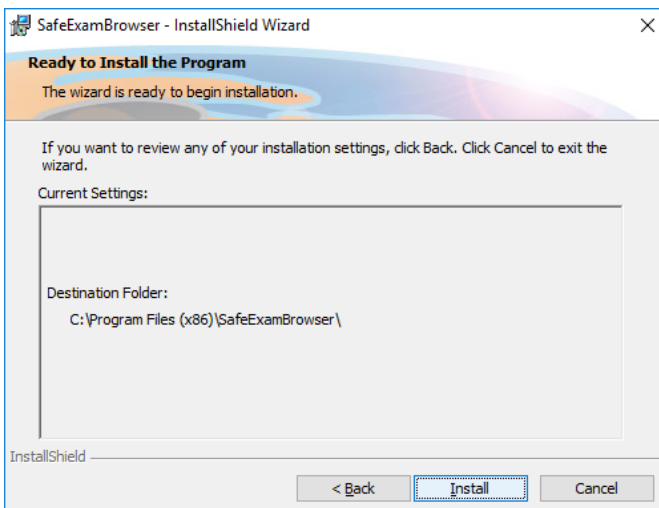
Select "Next" on the welcome page...



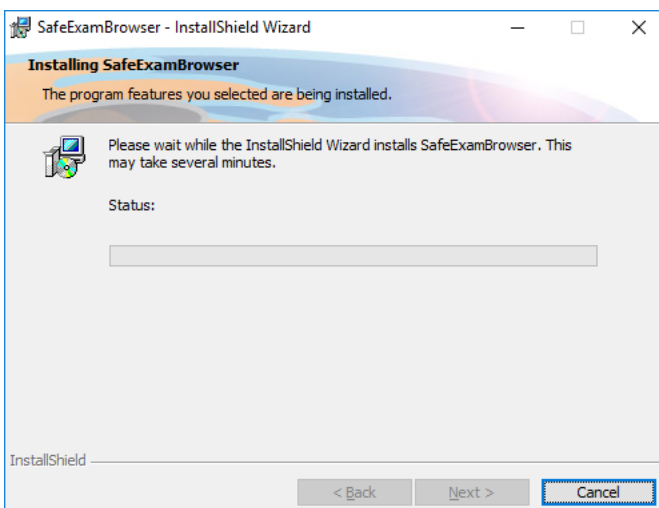
...choose to accept the terms in the license agreement...



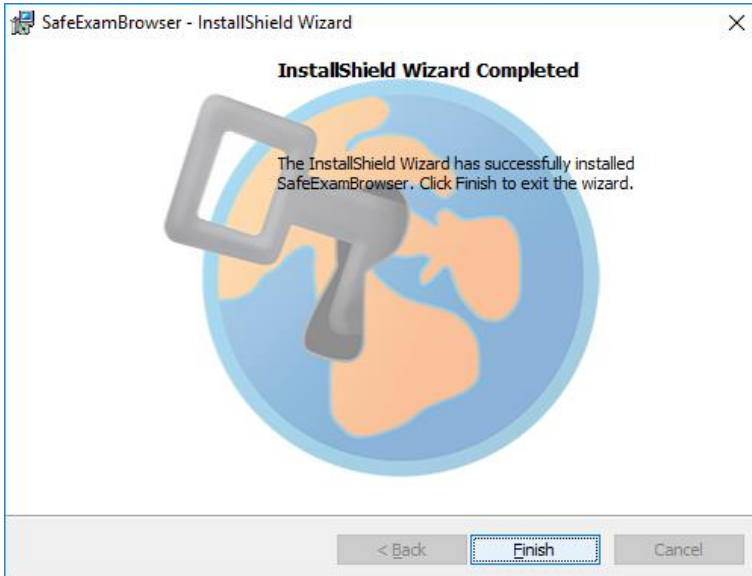
...and select "Install".



Wait for the installation process to complete.



Select "Finish". You have now installed Safe Exam Brower.



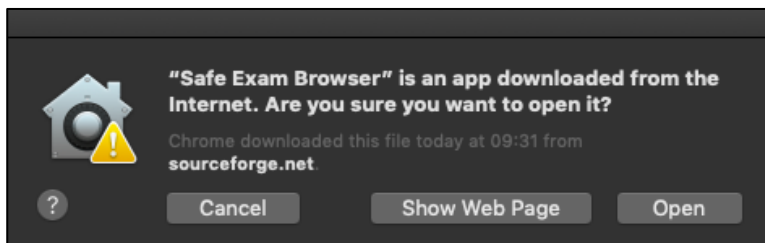
The Installation – macOS

After selecting 'run' on your macOS system, all you will have to do to install Safe Exam Browser is drag the 'Safe Exam Browser' icon into the 'Applications' folder in the pop up box that will appear (shows below).



Safe Exam Browser will now be installed to your machine. You can open this by going to your 'Applications' folder and double clicking on the Safe Exam Browser icon.

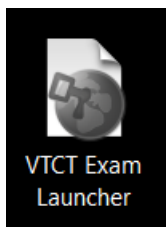
You may receive the below message when opening Safe Exam Browser, simply click on 'Open' to proceed.



Upon installing Safe Exam Browser..

Once Safe Exam Browser has been installed on your machine you will need to download the 'Skillsfirst RFS Exam Launcher' to sit an exam. If you are viewing this user guide in electronic form, this file can be downloaded from the link [here](#). Alternatively, you can visit www.skillsfirst.co.uk, click on Qualifications > Reformed Functional Skills > Using XAMS and download the exam launcher from here.

When you have completed your download you will be able to save the exam launcher to your desktop, this will look similar to the icon below.



Upon double clicking the icon shown above, Safe Exam Browser will launch and take you directly to the area where your learner will need to log in and sit their exam.

Which antivirus/anti-malware software is compatible with Safe Exam Browser?

Please follow this [link](#) for a list of antivirus / anti-malware software known to work with Safe Exam Browser on Windows 10.

We strongly advise you review the information provided before carrying out any exams using the XAMS system.

Please note: "Security software" scanning all https traffic has to break the end-to-end SSL/TLS encryption (effectively performing a so called Man-In-The-Middle Attack). We strongly recommend to disable https Internet traffic scanning before any exam, as the "security software" involved can decrypt all encrypted exam data along with all answers transferred between Safe Exam Browser and the XAMS server.

XAMS system guidance

Centres can schedule an exam after around 30 minutes of registering the learner(s) in REG. When scheduling an exam, the 'start time' will default to 10 minutes after you click the 'create' button.

Only learners who are registered and have not yet successfully passed an exam will be available to schedule.


Learners requiring a re-sit will only be visible once the 14 day grace period following the previous attempt of the exam has elapsed.

Logging in to XAMS

To log in to XAMS you will need to visit the below website:

<https://linx2.vtct.org.uk/>

You will need to enter your Login ID and Password where requested and select "Log in".



XAMS Login

User Name *

Password *

LOG IN

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. Please do not use the 'Forgot your password' link as this is not available for VTCT users.
- For Exam Officers delivering Functional Skills exams exams@skillsfirst.co.uk
- For Exam Officers delivering all other assessments please email linx2logins@vtct.org.uk

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

**This does not apply if you are using the Safe Exam Browser (SEB).

Upon logging in you will enter our home screen.

Please note: If you have forgotten your password, we recommend that you contact Skillsfirst in the first instance. You can contact Skillsfirst via the contact details at the front of this user guide. We can reset your password and send this to you via email.

Navigation Bar

To navigate your way around XAMS, you will need to use the navigation bar at the top of your page. Here you will find 6 different areas of the system:

- Home
- Schedule
- Administration
- Reports
- Welcome *FirstName*
- Log off

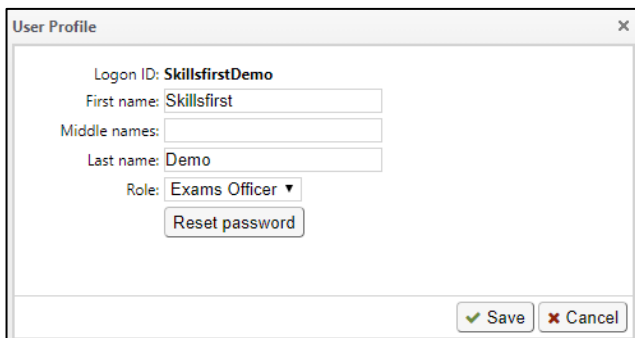
Home

The 'Home' page is the first screen you will see once logged in to XAMS.

An information box will appear in the centre of your page. This will contain any information that you require for your use of XAMS, including reminders such as ensuring your popup blocker is switched off and Skillsfirst's contact details.

Welcome *FirstName*

Moving to the right hand side of your navigation bar you will see will see Welcome *FirstName*. You can edit your user profile by selecting Welcome *FirstName* in the top right-hand corner of your screen.



The screenshot shows a 'User Profile' dialog box with the following fields and controls:

- Logon ID: SkillsfirstDemo
- First name: Skillsfirst
- Middle names: (empty field)
- Last name: Demo
- Role: Exams Officer (dropdown menu)
- Reset password (button)
- Save (button with green checkmark)
- Cancel (button with red X)

Once selected, the above 'User Profile' box will appear. You will be able to edit your First/Last name, as well as resetting your password.

Logging out

You can log out of the system by selecting the "Log off" button in the top right-hand corner of your screen.

Selecting "Log off" will automatically take you back to the login page.

Schedule

Back on the left hand side of your navigation bar is the 'Schedule' screen. This screen is the area that allows you to schedule and view any exams for your learners, as well as printing off Invigilation Reports.

The following information is available:

Heading	Explanation
Start	The first available date and time that the learner can sit their exam.
Schedule Name	Each exam schedule requires a name. This name will appear within this column. This will be discussed further under the 'Exam Scheduling' section of this user guide.
Centre	The name of your Skillsfirst centre.
Site	The sub-centre that the learner is associated to.
Assessment	The name of the assessment the learner is attempting at component level.
End	The last available date and time that the learner can start their exam.
Created	The date and time that the exam was created.
Scheduled By	The username of the person that scheduled the exam.
Modified	The last date that the exam was modified. If the exam has not been modified, the cell will remain blank.
Duration	The number of minutes the learner has to complete their exam. If a reasonable adjustment has been approved for extra time, this will not appear in the duration. Instead you can view this by selecting the pencil on the left hand side of the screen next to your assessment and selecting 'learners' in the pop up window. Extra time will also be visible on the invigilation pack once the exam has been scheduled.
Comp	This indicates if a learner has taken their exam. When the learner has completed their exam and the exam has successfully uploaded, 0/1 will change to 1/1.

Features of the Schedule screen

Below the navigation bar are several tools to help you organise your exams.

Heading	Explanation
Export to Excel	Downloads an Excel document containing all information shown within the Schedule screen at that point.
Create	Allows you to create your exam, see 'Exam Scheduling' section of this user guide.
Edit	Selecting a schedule and clicking 'edit' will allow you to view if a learner has been granted extra time as well as removing individual learners from a schedule.
Cancel Schedule	You can cancel a schedule if your learner is unavailable to sit the exam within the date range the exam is scheduled for.
Print	Downloads your invigilation report as a PDF document, this must be printed prior to your learner sitting the exam.
Dates (From/To)	By changing the dates, you can bring up different information on your screen. You can change the dates either by typing in a new date into the text box or left-clicking on the calendar icon and selecting a date from the calendar.
Refresh	Refresh your screen by pressing this button. You can do this instead of refreshing the entire website.

Please note: You can change what information is exported to Excel/PDF by changing the dates listed

Administration

Clicking administration will give you 3 different options:

Heading	Explanation
Users	This will allow you to view all of the users associated to your centre. This includes learners, invigilators and exams officers. This will show you the date the account was created, the last login date as well as enabling you to export your users into an Excel document.
Cohort	Allows you to create a cohort of learners. This can be used to schedule exams for learners that will be taking the exam at the same time.

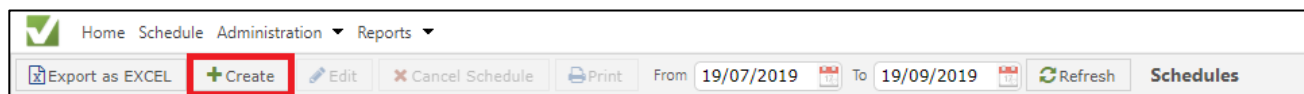
Reports

Heading	Explanation
Results	The screen where you will locate all of your learner's results. You can filter this as you wish using the 'columns' tab as well as choosing a specific date range using the 'date from/to' option. You can then export this to Excel.
Scheduled Learners	The screen where you can view all of your scheduled exams. You can filter this by date range or assessment as well as searching by Learner ID/Skillsfirst learner number. Here you can also print off the invigilation pack for your learner. This will be explained further in the 'Scheduled Learners Report' section.

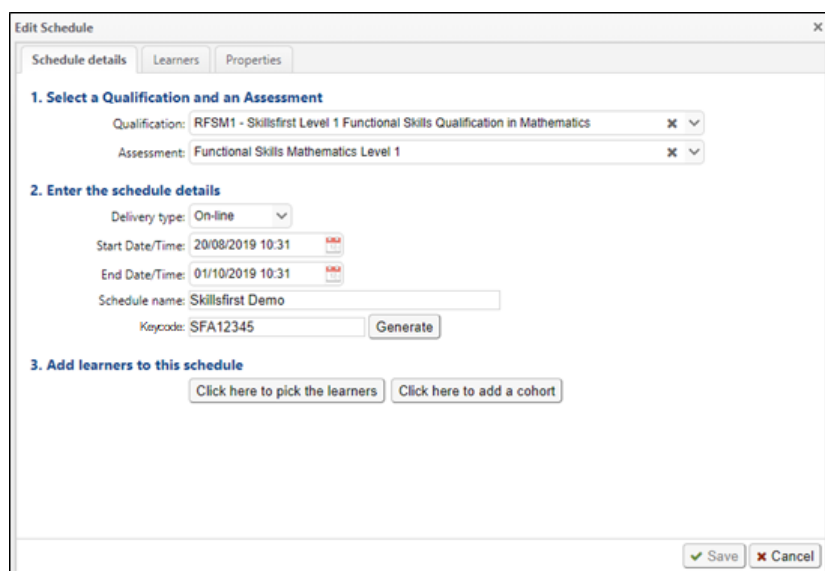
Exam Scheduling

As previously mentioned, the 'Schedule' screen is where you will schedule all of your learner's exams.

To schedule an exam, navigate to the 'Schedule' screen and click 'Create' at the top of the page



Upon clicking create you will be asked to select your Qualification and Assessment.

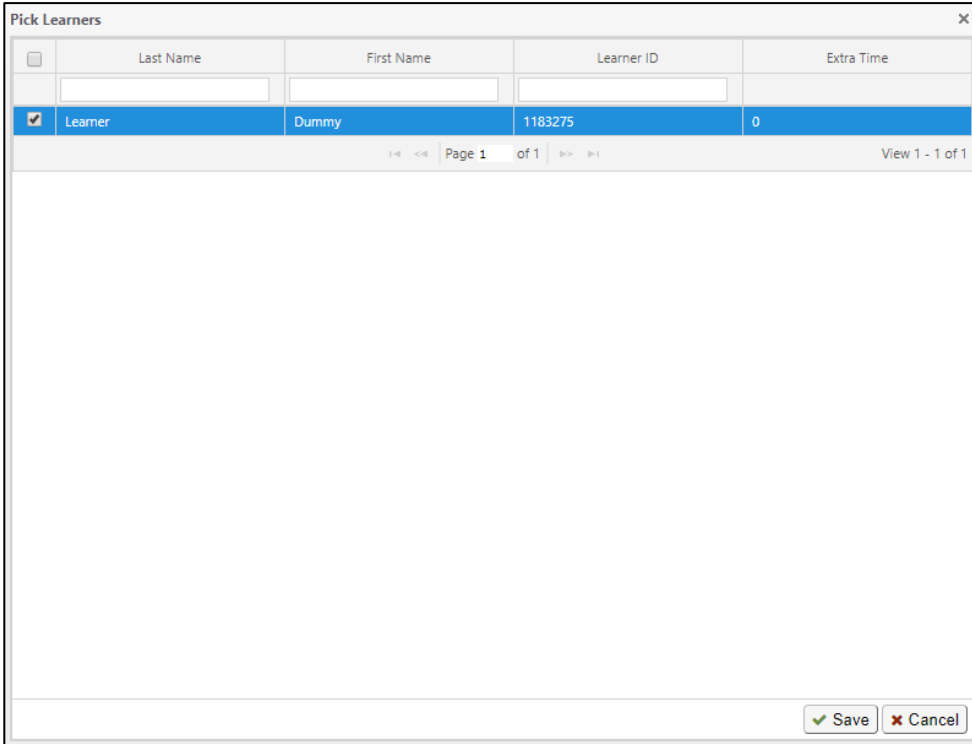


Once you have selected both of these, options will appear to enter your schedule details and add learners to your schedule. The below table will explain each of these options.

Heading	Explanation
Delivery Type	Choose between online and paper. Please note that paper based exams will only be available for the learner to sit on days specified in Skillsfirst paper based exam delivery calendar.
Start Date/Time	The first time that the exam is available to the learner. The start date will always be defaulted to 'todays' date and the start time will be 10 minutes from you clicking 'Create'.
End Date/Time	The end date will be defaulted to 6 weeks from the original start date, we do not recommend changing this.
Schedule name	The schedule name is for you to identify your exam schedule. For example, this could be the invigilators name, the qualification, and the date of the exam.
Keycode	This will be used to start the learners exam once the learner has logged into XAMS. You can create your own keycode or use the 'generate' function to randomise one. This keycode will show on your attendance register so you do not need to record it at this stage.

Upon completing your schedule details you will then need to add your learners to the schedule. Pressing 'Click here to pick the learners' will open a new box that will list all of your learners available for that exam, as well as showing any extra time that has been approved for the learner.

Please note: If extra time shows here then it will automatically apply to the learner's exam.

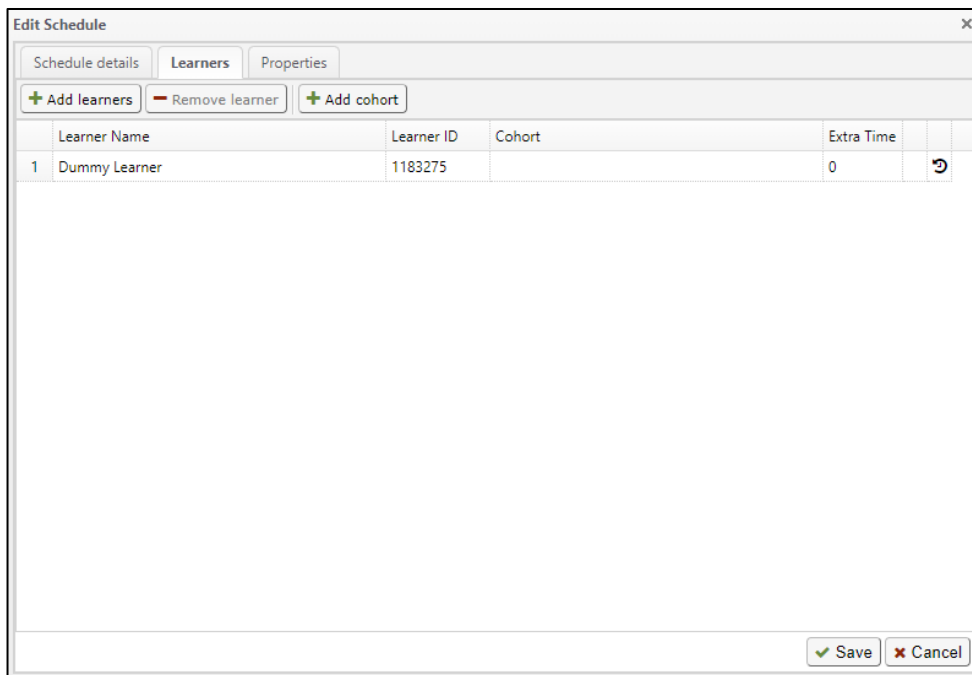


The 'Pick Learners' dialog box contains a table with the following data:

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time
<input checked="" type="checkbox"/>	Learner	Dummy	1183275	0

Navigation: Page 1 of 1, View 1 - 1 of 1. Buttons: Save, Cancel.

Select your learner by clicking the 'tick box' to the left of their name and click on 'Save'. You will then be taken back to the 'Schedule details' screen. By clicking the 'Learners' tab to the right of 'Schedule details' you will be able to add or remove any learners to this schedule.




The 'Edit Schedule' dialog box has tabs for 'Schedule details', 'Learners', and 'Properties'. The 'Learners' tab is active, showing the following table:

	Learner Name	Learner ID	Cohort	Extra Time	
1	Dummy Learner	1183275		0	↻

Buttons: + Add learners, - Remove learner, + Add cohort. Bottom buttons: Save, Cancel.

Click on 'Save' to create your exam schedule. You have now scheduled the exam.

Now that you have created your exam schedule it will appear on the 'Schedule' screen. From here you can click the print icon  to print off your invigilation pack (attendance list & login sheets). You will also be able to print this via the 'Scheduled Learners Report' which will be discussed below.

Please note: Your invigilation pack must be generated prior to the exam as you will be unable to generate this once the exam has started.

Scheduled Learners Report

You can view all of the exams that are currently scheduled for your learners via the 'Scheduled learners' report. As soon as an exam has been scheduled it will appear on this report. To open this, click on 'Reports' at the top of the page and navigate to the 'Scheduled learners' drop down option.

This report will allow you to search for a learner using their Skillsfirst Learner ID and then print off the invigilation pack from here. An example of this report being put into practice would be when a member of your admin team has scheduled an exam, the invigilator would be able to then log in to XAMS, navigate to the 'Scheduled learners' report, search for their learners Skillsfirst Learner ID and print off the invigilation pack ahead of the exam.

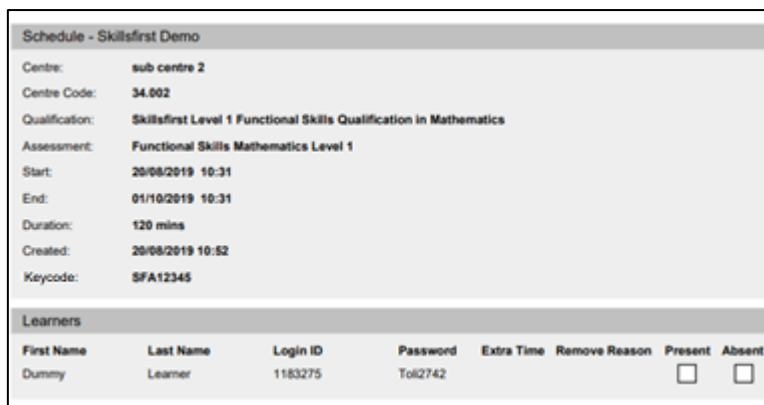
The 'Scheduled learners' report also allows you to filter your scheduled exams by date/assessment, as well as exporting a list of these via Excel.

Invigilation Pack

Your invigilation pack will compose of 2 parts, an attendance list for the entire exam schedule and login sheets for each learner.

Heading	Explanation
Attendance list	The first page of this will list all of the learners in the exam schedule and allow you to tick if a learner is present/absent, as well as requiring the learners signature. The second page will contain your invigilation report, which includes details of any disturbances along with a declaration. The final page will be for you to complete a seating plan for all of the learners in the exam room. All of the above must be completed in line with our invigilation guidance.
Login sheets	These should be printed and distributed to the learners. It will contain the learner number and password that the learner needs to log in to XAMS as well as the keycode the learner needs to start the exam.

Attendance List



Schedule - Skillsfirst Demo

Centre: sub centre 2
 Centre Code: 34.002
 Qualification: Skillsfirst Level 1 Functional Skills Qualification in Mathematics
 Assessment: Functional Skills Mathematics Level 1
 Start: 20/08/2019 10:31
 End: 01/10/2019 10:31
 Duration: 120 mins
 Created: 20/08/2019 10:52
 Keycode: SFA12345

First Name	Last Name	Login ID	Password	Extra Time	Remove Reason	Present	Absent
Dummy	Learner	1183275	Toll2742			<input type="checkbox"/>	<input type="checkbox"/>

Here is an example of an attendance list for the exam we scheduled earlier.

The 'Schedule' section of the attendance and login sheets contains the same information available in the 'Schedule' screen of XAMS.

The login sheet for the learner contains the same information as the example to the left, with the exception of the following:

- Remove Reason
- Present
- Absent
- Invigilation Report

Please note: The Invigilation Report shown to the left is for illustration purposes only.

Invigilation Report

(Please delete as applicable)

The exam was carried out in accordance with Skills First's regulations and there were no disturbances.
 OR
 The exam was carried out in accordance with Skills First's regulations and the following disturbances occurred.

Details of any disturbances
(If the report is long, a separately-signed sheet may be attached to this report.)

Declaration:
 I confirm that:

- I am not a Functional Skills Tutor for this subject at any level
- I am not the learners Assessor
- I do not have a vested interest in the learners result
- the information provided is accurate and a true reflection of the examination(s) which took place
- the invigilation of the examination(s) was in line with Skillsfirst invigilation requirements
- for paper based exams I will return ALL papers / resources to Skillsfirst in line with requirements

Invigilator name: _____ Signature: _____

Role in centre: _____ Date: _____

All invigilation records must be retained by the centre for a minimum period of 3 years

XAMS: The Learner Experience

This area of the user guide will take you through XAMS from the point of view of the learner. This will provide information on how the learner opens and completes their exam.

For the learner to enter their exam they will need:

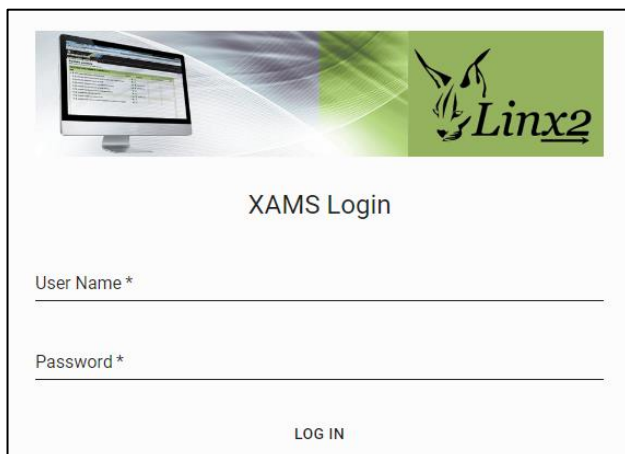
- Safe Exam Browser (this should be configured to automatically open the XAMS website)
- The login sheet containing their learner number and password to log in to XAMS, as well as the keycode to start the exam

Logging in to the XAMS player via Safe Exam Browser

Firstly, the invigilator will need to open Safe Exam Browser on the Desktop.

Opening up Safe Exam Browser should take you to the home page of Skillsfirst XAMS player where the learner will enter their login details.

The learner should enter their learner number and password into the relevant sections and select 'LOG IN'.

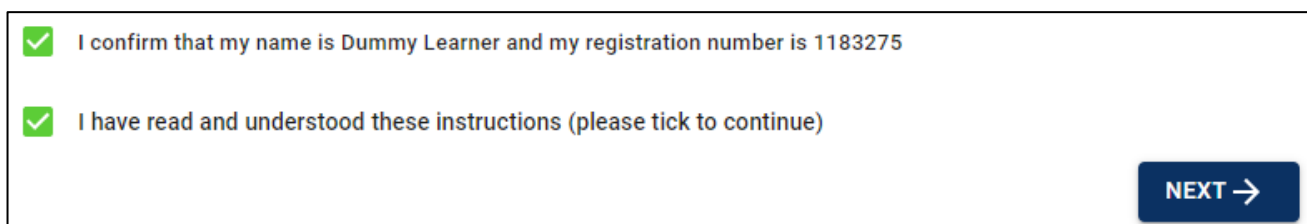


Welcome Page

After the learner has logged in they will be taken to the welcome page.

The learner **must** read the exam conditions that are listed on this page. A failure to comply with these conditions **will** result in the learner's exam being voided.

Once the learner has read and understood these conditions they need to complete the sign off at the bottom of the screen and select 'Next'.



Please note: If this information is incorrect, please do not proceed with the exam please notify Skillsfirst immediately.

Select Exam

The next stage is selecting the exam that the learner is ready to complete.

Please note: It is imperative to ensure that you have a strong and stable internet connection when attempting to sit an exam online. Failure to do so may result in your learner losing work.

To proceed with the exam, the learner must select the 'START' button on the right-hand side (image below). All exams that are currently scheduled for the learner will show here so it's important to ensure your learner is selecting the correct exam.


 **Your assessment schedule**
August 21, 2019, 10:58:04 AM

Practice assessment	START →
Functional Skills Mathematics Level 1 Tuesday, August 20, 2019 10:31:00 AM	START →

Please note: The learner will be unable to start their exam outside of the scheduled date and time.

Starting the Exam

Once the learner selects 'START' they will be asked to enter a keycode. Upon entering the keycode, the 'SUBMIT' button will turn blue.

 This assessment requires a keycode. Please enter the keycode below and click the 'submit' button.

Keycode*

CANCEL
SUBMIT

Reminder: The keycode to open the learner's exam will be available on their login sheet along with your attendance sheet.

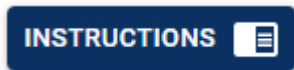
Upon clicking 'SUBMIT', the learner will be taken to an instructions page. It's important to ensure your learner reads all of the information on this page as it will confirm everything necessary for the exam.

Once the instructions have been read, clicking [START →](#) will start the learner's exam and the timer will begin.

Navigating the exam

Below you will find guidance on how the learner navigates their way through the exam upon clicking 'START'.

If the learner has started their exam but wishes to go back to view the instructions, they can do so by clicking the button below.



Questions

On the left-hand side of the screen will be a list of numbers. These relate to the questions and tasks that the learner will complete.

- Questions that the learner has attempted will appear in blue (this colour will change if the learner has applied a reasonable adjustment colour preference, see section later on in this user guide)
- The question the learner is currently answering will be underlined
- Unanswered questions will appear in white.

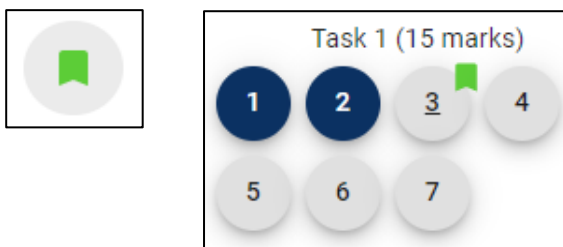


The learner can move between questions by simply selecting a question number.

Alternatively, the learner can use the buttons (shown below) at the top of the screen to manoeuvre their way through the exam.



If the learner wishes to bookmark a question to return to later, they can click the 'bookmark' button (shown below) which will be on the right hand side of the page. This will change colour, and apply over the top of the question number, to show that the question has been bookmarked.



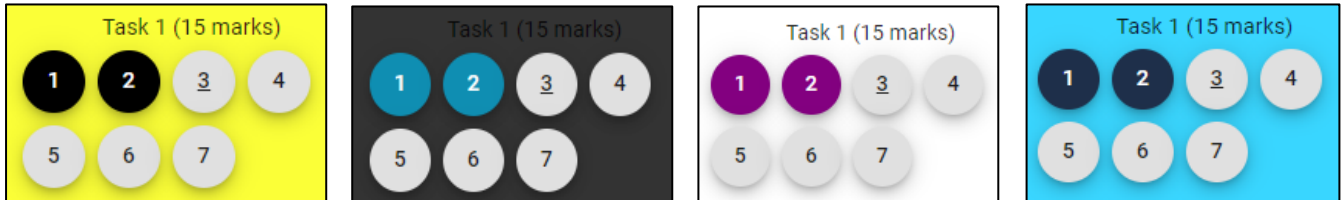
Navigating through a source booklet (Reading Exams)

During a Functional Skills Reading exam, some questions may refer to more than one text. When this is the case, learners will be able to move between the various texts by clicking the buttons shown below.



Preferences

Learners have the option to change the colour scheme of their exam. This option is designed to improve accessibility for learners, such as those with visual impairments. In the top right hand corner of the screen you will see that the exam colour scheme is always set to 'default'. A learner can change their exam colour scheme by clicking on this and selecting one of the other available preferences. To reset the colour schemes the learner has to re-select 'default'. Examples of some of the available colour schemes can be seen below, we have used the question numbers to demonstrate the colour schemes.



Enlarging text on the exam screen

If a learner would benefit from larger text within the exam, they should hold down the 'Ctrl' button on the keyboard and use the scroll wheel on the mouse to zoom in or out. Alternatively the learner can hold 'Ctrl' and use the + or – buttons on the keyboard.

Time

The time the learner has remaining to complete the exam will display in the top right hand corner of the screen.

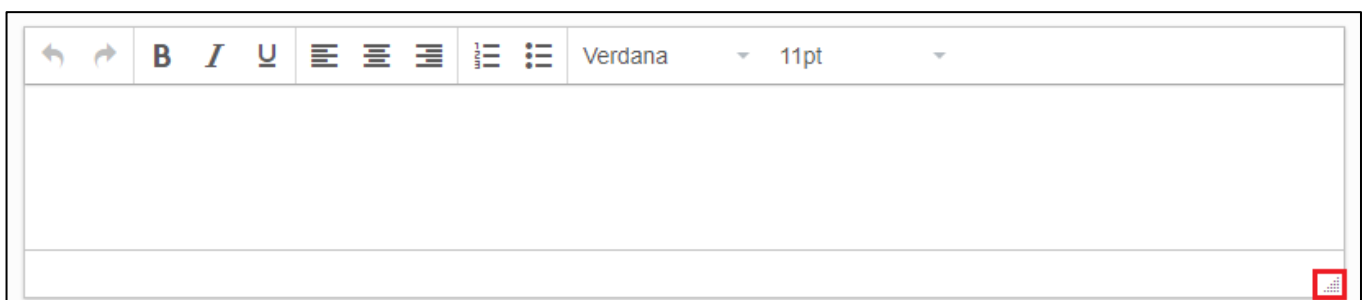
The clocks below indicate how the time will appear during the learner's exam. As you will see, the clock will change colour to indicate that the learner is approaching the end of their allotted time.



Please note: If a learner is sitting a Functional Skills mathematics exam and their allotted time expires for Section A, the learner will **automatically** be moved on to Section B.

Expanding an answer box (Writing Exams)

During a Functional Skills English Writing exam, learners have the option to extend or collapse their answer box by dragging the box by the corner (shown below in red). If the screen resolution of the machine isn't set appropriately, this option will allow a learner to eliminate having to do any 'scrolling' in order to see the question, scenario and answer box at the same time.



Finishing an exam

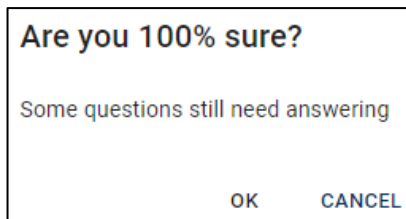
An exam can be 'finished' in two ways:

- Clicking the 'FINISH' button
- The allotted time running out.

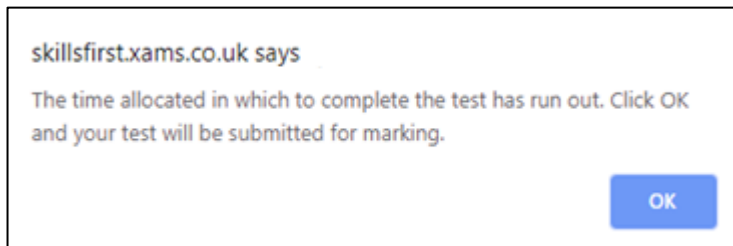
When a learner has completed their exam before their allotted time has elapsed they should press the 'FINISH' button (shown below) to submit this to Skillsfirst.



The system will then display a request to confirm that the learner wishes to finish the exam. If the learner has **not** attempted every question they will then receive a further prompt.



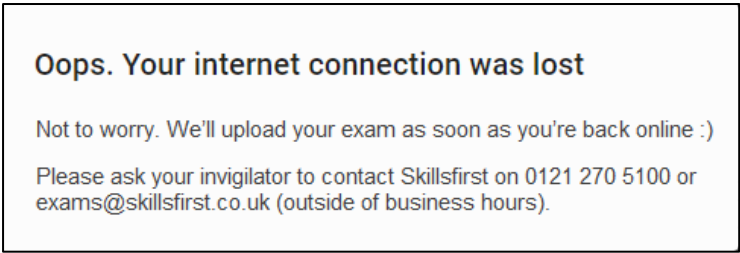
If the learners allotted exam time runs out they will receive the below message. The learner must click 'OK' at this point.



The exam will now submit to Skillsfirst for marking.

If you lose internet connection during an exam..

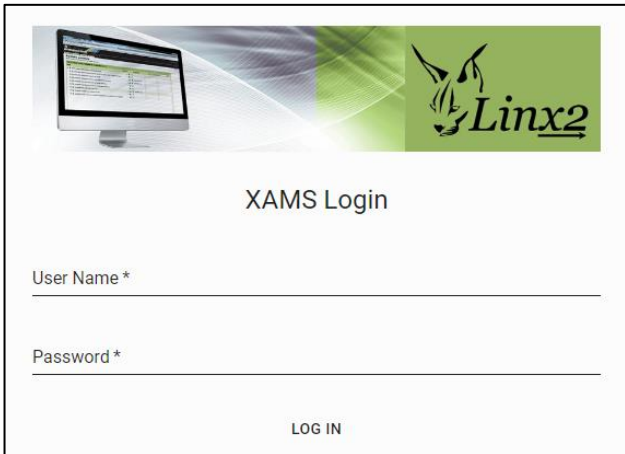
It is imperative to ensure that you have a strong and stable internet connection when attempting to sit an exam online. However, if the machines internet connection drops while a learner is completing an exam, the below message may appear once the learner has clicked on 'FINISH'.



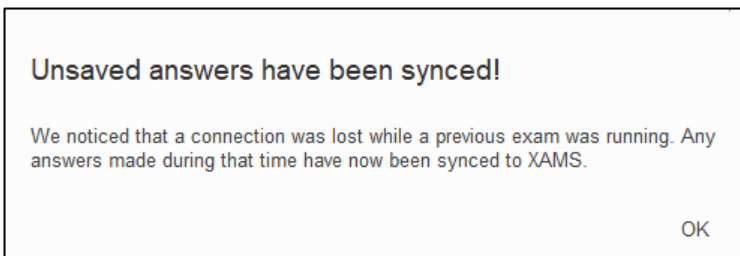
In the event of this message appearing, the invigilator should ask the learner to close down Safe Exam Browser using the 'power' icon in the bottom right hand corner.

The invigilator should then ensure that the machine is connected to the internet, if not, establish an internet connection on the machine.

The invigilator can now open Safe Exam Browser again using the 'Skillsfirst RFS Exam Launcher'.



The invigilator can log in to the screen that appears using their admin XAMS login ID as the 'Learner Number' and their usual XAMS password. DO NOT ask the learner to log in again here. Once the invigilator has logged in, the below message should appear. This will confirm that the learner's exam has now uploaded for marking.



If the above message does not appear, please contact Skillsfirst for further support in uploading the learner's exam.

Printing learner feedback reports or result slips

In XAMS you will be able to print off learner feedback reports or result slips.

A learner feedback report will allow a tutor to easily locate where their learner has dropped marks in relation to the subject content. For example, if a learner gets full marks in questions that relate to a specific part of the subject content, this would show as 100% on the feedback report.


A result slip will generate a statement of a learner's result in the selected exam. Please note, this is not a certificate.

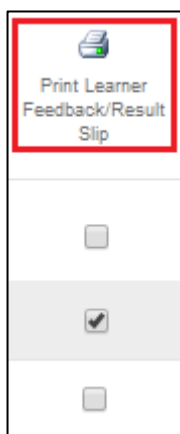
To generate either a feedback report or result slip, click on the 'Reports' heading in your navigation bar and then select 'Results'. You will then be navigated to the results screen.

At the top of the page, you will be given the option to search for an exam that was uploaded to Skillsfirst within a specific time frame. The 'Date from' box can be as far back as you like and the 'to' box will always be set to 'today's' date.

Date from  to

The 'Assessment' box will allow you to search for a specific assessment. If you wish to view results for every assessment, simply leave this box empty.

 Assessment



Print Learner Feedback/Result Slip

On the left hand side of your screen you will see a series of 'checkboxes' alongside your learner's results. In order to print either a feedback report or result slip, simply select the checkbox next to the required learner's name and click on 'Print Learner Feedback/Result Slip' (shown in red to the left).

Once this has been clicked you will be given the option to select either the feedback report or result slip (shown below), select the option that you wish to view.

Feedback

Results Slip

Clicking on the option you wish to view will generate either the feedback report or result slip. Examples of these will be shown on the following page.



Example feedback report

Result Feedback Report	
Assessment:	Reading Level 2
Centre:	Site:
Candidate:	Submitted:
Candidate ID:	Version:
Schedule:	Extra Time: 0
Score: 63%	Result: Passed

Reading Level 2 Subject Content	%
11. Identify the different situations when main points are sufficient and when it is important to have specific details.	100
12. Compare information, ideas and opinions in different texts, including how they are conveyed.	50
13. Identify implicit and inferred meaning in texts	60
14. Understand the relationship between textual features and devices and how they can be used to shape meaning for different audiences and purposes.	50
15. (Use a range of reference materials) and appropriate resources eg glossaries/legends/keys for different purposes, including to find the meaning of words in straightforward and complex sources.	50
16. Understand organisational features and use them to locate relevant information (in a range of straightforward and complex sources.	100
17. Analyse texts of different levels of complexity, recognizing their use of vocabulary and identifying levels of formality and bias.	66
18a Follow an argument, identifying different points of view.	100
18b Follow an argument, distinguishing fact from opinion.	100

Example result slip

LEARNER STATEMENT OF RESULT	
THIS IS NOT A CERTIFICATE	
First Name	Skillsfirst
Last Name	Demo
Centre Name (Code)	Skillsfirst Test Centre - Sub Centre 2 (34.002)
Learner ID	1183275
Date of Birth	
Learner ULN	
Assessment	Functional Skills Mathematics Level 1
Result	Pass
Result Date	01/01/2020