



# XAMS Centre User Guide

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Department: AO



**FutureQuals**



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## Document Details and Version History

Document Details	
Document Name	XAMS Centre User Guide
Purpose of Document	To provide information/guidance for Centres accessing and using the online assessment platform, XAMS.
Change Applied to Existing Version	10/11/20-V1
Document Owner	Qualifications Team

Version Control Information			
New Version Number (After Amendments)	Date Amended	Section	Details of Change(s)
DOC082-V23-1	17.05.23	Throughout	Updates to: <ul style="list-style-type: none"><li>• Screenshots (including new logo)</li><li>• Information – condensed</li><li>• Headings and titles</li></ul>

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## **Online Assessment Platform - XAMS**

### *Overview and System Requirements*

XAMS is a user-friendly e-assessment platform offering browser-based online assessments. The XAMS system works on most mainstream browsers, including Chrome, Microsoft Edge and Safari etc. Please note, Internet Explorer 9 (or higher) is not supported by the XAMS platform and should therefore **not** be used to access this. In addition, prior to taking the assessment, please ensure that you are connected to the internet and have a strong and stable connection. Learners are also advised to complete their assessments on compatible devices; we recommend using an iPad, tablet, computer or a laptop and **not** a mobile phone.

### *Enabling Pop-ups*

Learners will **not** be able to sit assessments, or use certain parts of the system, unless pop-up blocking is switched off. If you require further advice on this, please contact your network administrator.

### *Safe Exam Browser (SEB)*

The Safe Exam Browser is a computer software system that locks down the computer being used for an assessment, ensuring that Learners cannot access any other programme (i.e. the internet or Word). Centres are advised to download and install the Safe Exam Browser before a Learner undertakes a Reformed Functional Skills live assessment in English or mathematics, though this is not a mandatory requirement for other qualifications. Please note that the SEB is **not** required to access sample assessment materials. Further information on how to download and install the SEB can be found in *Appendix 1*.

### *Types of XAMS Assessments*

Dependent on the requirements of the qualification, our assessments are composed of different question types, including multiple-choice questions (MCQs), true/false questions, short answer questions and written response questions. Details of assessment type, along with assessment timings and the number of questions included, can be found in the relevant full qualification specification.

### *Centre Users – Exams Officers*

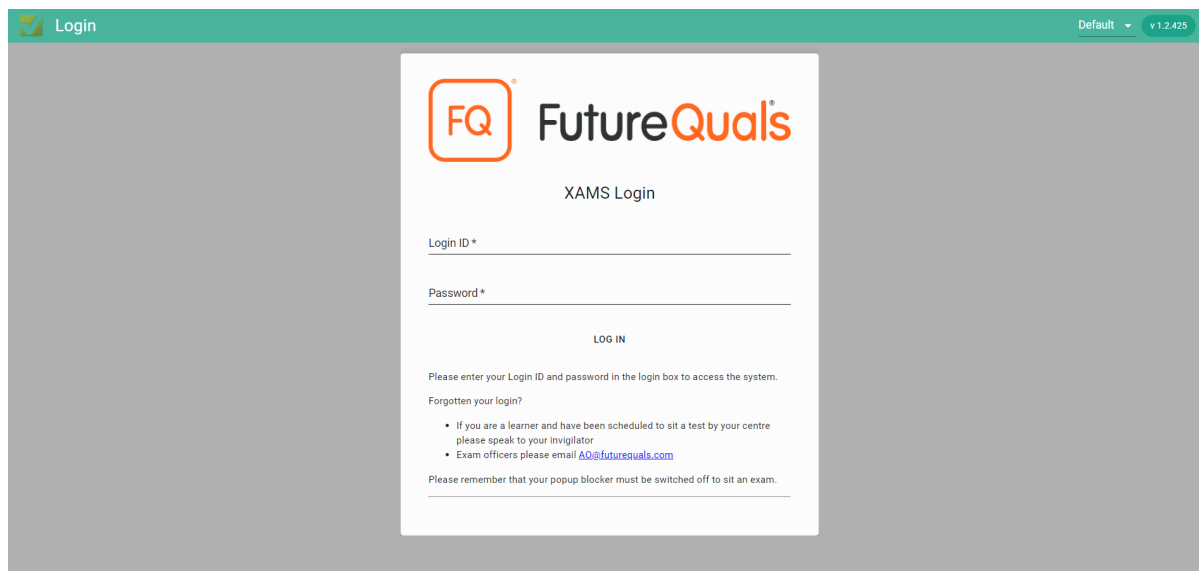
To gain access to the platform, all Centre users of XAMS will need to complete an online XAMS User Form agreeing to the XAMS Terms and Conditions. Login details will then be issued and, as an Exams Officer, you will have the ability to schedule assessments, print key invigilation/Learner login documents and access results. Please note, you do not need to complete XAMS User Forms for Learners.

The XAMS Terms and Conditions, along with a copy of this XAMS Centre User Guide, can be accessed on the FutureQuals website, along with a link to the XAMS platform.

### Logging In - Exams Officers

All Exams Officers should log in to the platform using the following link:

<https://www.futurequals.com/> and select XAMS Login

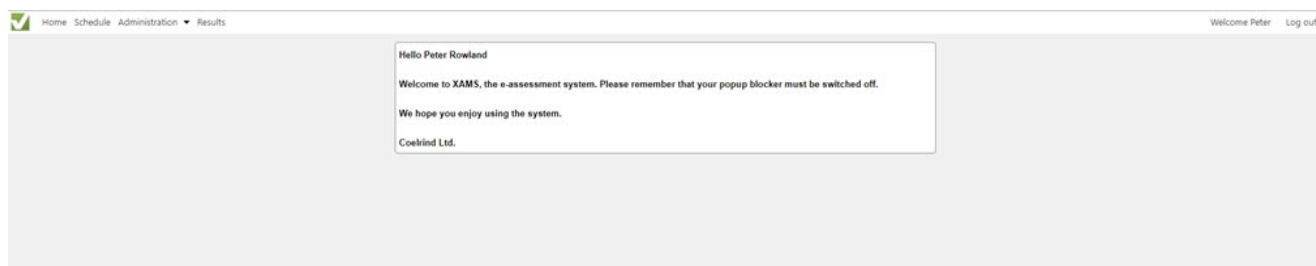


The screenshot shows the FutureQuals XAMS Login page. At the top, there is a green header bar with a 'Login' button on the left and 'Default' and 'v 1.2.425' on the right. The main content area is white and centered. It features the FutureQuals logo (an orange square with 'FQ' inside) and the text 'FutureQuals' in orange. Below the logo is the text 'XAMS Login'. There are two input fields: 'Login ID \*' and 'Password \*'. Below these fields is a 'LOG IN' button. Underneath the button, there is a message: 'Please enter your Login ID and password in the login box to access the system.' followed by 'Forgotten your login?'. Below this is a bulleted list: '• If you are a learner and have been scheduled to sit a test by your centre please speak to your invigilator' and '• Exam officers please email [AO@futurequals.com](mailto:AO@futurequals.com)'. At the bottom, there is a note: 'Please remember that your popup blocker must be switched off to sit an exam.'

Log in to the platform using your Login ID and a case sensitive Password. Please note that your User ID and Login ID are the same and can be used interchangeably.

Should you have issues logging in, or you experience any problems, please contact Customer Support at [AO@futurequals.com](mailto:AO@futurequals.com) or by calling 01530 836 662. Please be advised FutureQuals opening hours 09:00 - 17:00 Monday to Friday, therefore there will be limited system support outside of these hours.

Once logged in, you will see the *Welcome/Home Page* and have access to the following tabs: *Home, Schedule, Administration, Results* and *Log Out*.



The screenshot shows the FutureQuals XAMS Welcome/Home Page. At the top, there is a green header bar with a 'Home' button on the left and 'Welcome Peter' and 'Log out' on the right. The main content area is white and centered. It features a message: 'Hello Peter Rowland' followed by 'Welcome to XAMS, the e-assessment system. Please remember that your popup blocker must be switched off.' and 'We hope you enjoy using the system.' Below this is the text 'Coekind Ltd.'.

## Registering Learners

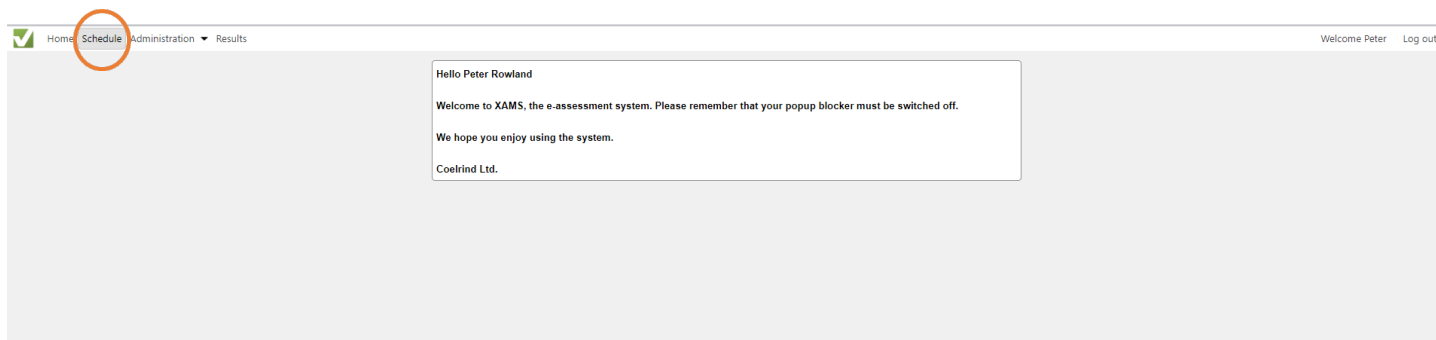
To schedule Learners for assessments in the XAMS system, Learners must first be registered in QMIS for the relevant qualification(s). After registration, please allow at least **1 working day** from the point of registration (and payment) for our staff to complete the necessary internal steps. For detailed instructions on QMIS registration, please visit our QMIS Centre User Guide via <https://www.futurequals.com/centres/#existing-centres>.

## Scheduling Assessments

### Creating a Schedule

To schedule a Learner, log in to the XAMS platform with your Exams Officer details.

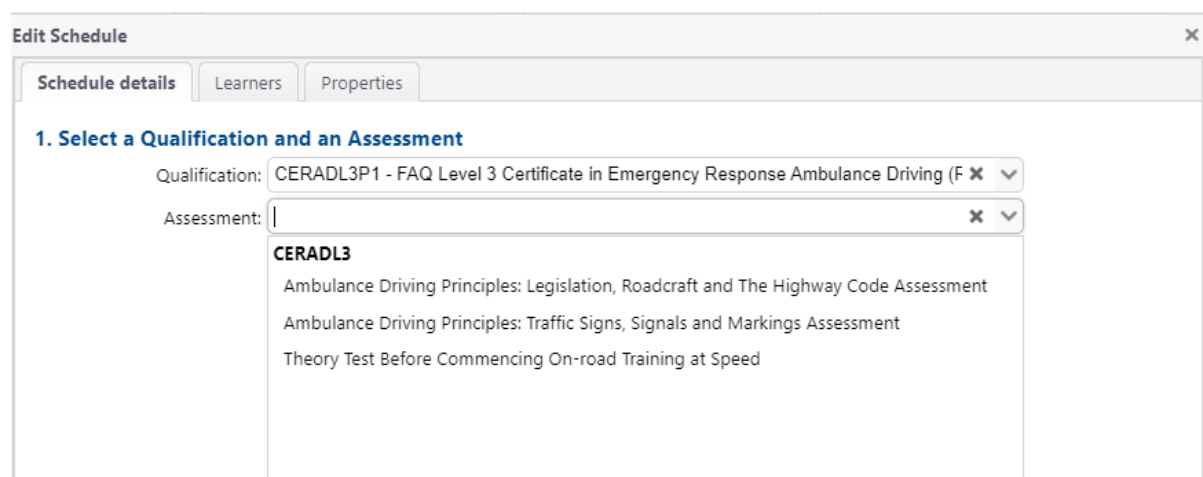
Once logged in, select **<Schedule>**.



Then, select **<+Create>**.

	Start	Schedule Name	Centre	Site	Assessment	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
	31/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Theory Test Before Commencing On-road Training at Speed	07/04/2023 09:00	23/03/2023 13:23	Peter.RowlandDemo		<input checked="" type="checkbox"/>	45	0/1	
	29/03/2023 13:32	10432	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	05/04/2023 13:32	28/03/2023 13:36	Peter.RowlandDemo	28/03/2023 13:38	<input checked="" type="checkbox"/>	60	0/1	
	28/03/2023 10:35	Cohort 56	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	04/04/2023 10:35	28/03/2023 10:37	Peter.RowlandDemo		<input type="checkbox"/>	50	0/1	
	25/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	01/04/2023 09:00	23/03/2023 13:22	Peter.RowlandDemo		<input type="checkbox"/>	60	0/1	
	21/03/2023 11:00	DBV23F0134_20.03.23	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Principles of Working as a Mental Health Workplace Responder	28/03/2023 11:00	21/03/2023 10:28	Peter.RowlandDemo		<input type="checkbox"/>	45	0/1	
	21/03/2023 11:00	LON1412	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	28/03/2023 11:00	21/03/2023 10:20	Peter.RowlandDemo	21/03/2023 10:22	<input type="checkbox"/>	50	0/1	

A new window will appear. Using the dropdown menu, select the relevant qualification and assessment. For qualifications with multiple XAMS assessments, you will need to create separate schedules for each assessment.



**Edit Schedule**

**Schedule details** | Learners | Properties

**1. Select a Qualification and an Assessment**

Qualification: CERADL3P1 - FAQ Level 3 Certificate in Emergency Response Ambulance Driving (F) x v

Assessment: x v

**CERADL3**

- Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code Assessment
- Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment
- Theory Test Before Commencing On-road Training at Speed

You will then be able to select the date, time and type (online or offline) for the assessment. See *Appendix 2* for further information about using the offline player.

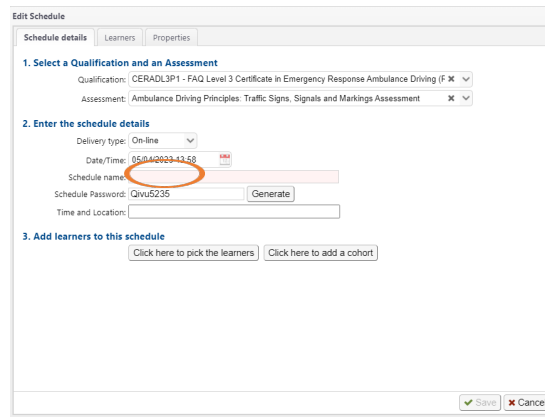
Please note that, unless advised or specified in a full qualification specification all Learners must be scheduled at least **24 hours** in advance of their first attempt. This is to ensure that all Learners are informed of their assessment before the assessment day, where the qualification length allows.

We offer a schedule window of **7 days**. This means that Learners can take their assessment any time within the seven days preceding the listed start time.

You will also need to add a **<Schedule Name>**. Any reference applicable to your Centre is acceptable, i.e., FAQ-FROS-24-11-20. You may wish to complete the **<Time and Location>** section, though this is not a mandatory requirement.

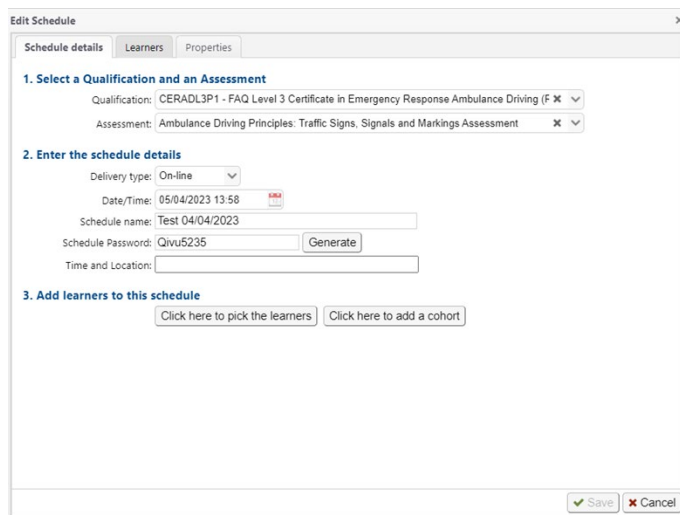


Please note that schedule passwords are automatically generated when scheduling an assessment.



The screenshot shows the 'Edit Schedule' dialog box with the 'Schedule details' tab selected. The 'Date/Time' field is highlighted with a red circle. The 'Schedule name' field is empty, and the 'Schedule Password' field contains 'Qivu5235'. The 'Generate' button is visible next to the password field. The 'Time and Location' field is empty. The 'Add learners to this schedule' section has two buttons: 'Click here to pick the learners' and 'Click here to add a cohort'. The 'Save' and 'Cancel' buttons are at the bottom right.

Learners can be added by selecting **<Click here to pick the Learners>**.



The screenshot shows the 'Edit Schedule' dialog box with the 'Schedule details' tab selected. The 'Date/Time' field is highlighted with a red circle. The 'Schedule name' field contains 'Test 04/04/2023'. The 'Schedule Password' field contains 'Qivu5235'. The 'Generate' button is visible next to the password field. The 'Time and Location' field is empty. The 'Add learners to this schedule' section has two buttons: 'Click here to pick the learners' and 'Click here to add a cohort'. The 'Save' and 'Cancel' buttons are at the bottom right.

You will then be directed to the **<Pick Learners>** tab. Here you may add one or multiple Learners (providing that they are all taking the same assessment) to the schedule by selecting the tick box by the name of each Learner.

**Pick Learners** [X]

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time	DOB
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Learner_05	Test	140705	0	02/01/1992
<input type="checkbox"/>	Learner_06	Test	148451	0	03/09/1991
<input type="checkbox"/>	Test	Pete	195416	0	19/09/1990
<input type="checkbox"/>	Test	Rebecca	195417	0	01/01/1994
<input type="checkbox"/>	Test	Lianne	196747	0	19/09/1990
<input type="checkbox"/>	Test	Fran	196748	0	19/09/1990
<input type="checkbox"/>	Test	Luke	196749	0	19/09/1990
<input type="checkbox"/>	Test	Jon	198565	0	01/01/1991
<input type="checkbox"/>	Test	Pete	201157	0	01/01/1991
<input type="checkbox"/>	TEST Learner	Future Qualls	111674	0	12/08/1984

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*HINT: If you have several eligible Learners, it may be helpful to search for them using the <Learner ID> and <Name> search boxes.*

Learners in one schedule are **not** required to sit the online assessment at the same time and are free to take the assessment at any point during the schedule window, providing all invigilation requirements are met.

Alternatively, you may wish to create a cohort name for a group of Learners. To do this, select the **<Click here to add a cohort>** button.

Please note, an error message may appear with the message 'Invalid Learners' if a Learner(s) has already been scheduled to take the assessment within the **7 days** from when first scheduled. This will need to be reset.

To confirm the addition of the Learner(s), select **<Save>**.

**Pick Learners** [X]

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time	DOB
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Amber	Esme	165850	0	07/09/1992
<input type="checkbox"/>	Amber	Scala	166162	0	04/07/1987
<input type="checkbox"/>	Smith	John	165637	0	01/05/1990
<input checked="" type="checkbox"/>	Test_1	Demo	165445	0	01/09/1991
<input type="checkbox"/>	Test_2	Demo	165446	0	01/01/1992

Page 1 of 1 View 1 - 5 of 5

You will then be directed back to the <**Schedule Details**> tab. If you have a Learner eligible for additional assessment time, this can now be added using the <**Learner**> tab; see *Reasonable Adjustments* for instructions.

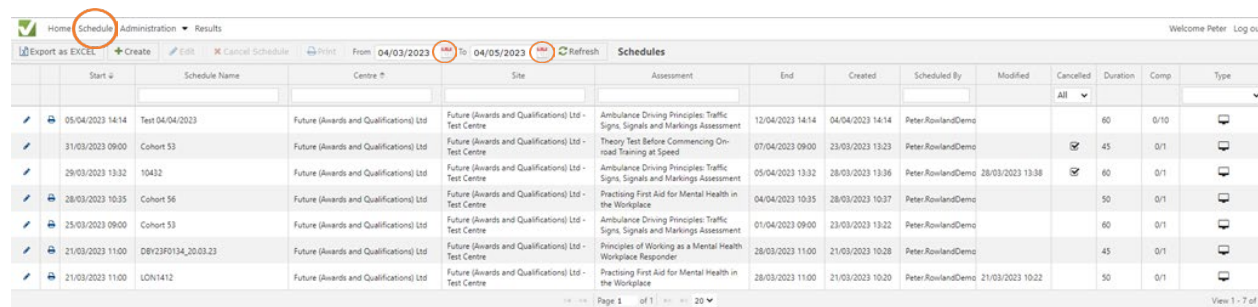
Check over the details of the schedule. When you are happy that everything is correct, press <**Save**>.

This completes the scheduling process.

### *Viewing, Editing and Cancelling Schedules*

All schedules, past and upcoming, can be viewed on the *Schedule Page*, accessed via the *Welcome Page*.

The calendar icons can be used to view schedules for a set time-period. Additionally, the search boxes can be used to view schedules sorted by a range of filters.



Start	Schedule Name	Centre	Site	Assessment	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
05/04/2023 14:14	Test 04/04/2023	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	12/04/2023 14:14	04/04/2023 14:14	Peter.RowlandDemo		All	60	0/10	
31/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Theory Test Before Commencing On-road Training at Speed	07/04/2023 09:00	23/03/2023 13:23	Peter.RowlandDemo			45	0/1	
29/03/2023 13:32	10432	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	05/04/2023 13:32	28/03/2023 13:36	Peter.RowlandDemo	28/03/2023 13:36		60	0/1	
28/03/2023 10:35	Cohort 56	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	04/04/2023 10:35	28/03/2023 10:37	Peter.RowlandDemo			50	0/1	
25/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	01/04/2023 09:00	23/03/2023 13:22	Peter.RowlandDemo			60	0/1	
21/03/2023 11:00	DBV23F0134_20.03.23	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Principles of Working as a Mental Health Workplace Responder	28/03/2023 11:00	21/03/2023 10:28	Peter.RowlandDemo			45	0/1	
21/03/2023 11:00	LON1412	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	28/03/2023 11:00	21/03/2023 10:20	Peter.RowlandDemo	21/03/2023 10:22		50	0/1	

The number of Learners in each schedule is shown, as well as the number of Learners who have completed their assessment.

Schedules	
Duration	Comp
0	0/1
120	1/1
30	1/1
60	0/1
60	0/2

To edit a schedule, select the pencil icon on the left-hand side of the page. This will open the schedule details. Here you will be able to edit any details and add or remove Learners, providing they have not already started or completed the assessment. In this instance, you will **not** be able to edit the schedule.

Home Schedule Administration Results														
Welcome Peter Log out														
<div> <div>Export as EXCEL</div> <div>Create</div> <div>Edit</div> <div>Cancel Schedule</div> <div>Print</div> <div>From 04/03/2023 To 04/05/2023</div> <div>Refresh</div> </div>														
Start	Schedule Name	Centre	Site	Assessment	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type		
05/04/2023 14:14	Test 04/04/2023	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	12/04/2023 14:14	04/04/2023 14:14	Peter.RowlandDemo		All	60	0/10	🚗		
31/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Theory Test Before Commencing On-road Training at Speed	07/04/2023 09:00	23/03/2023 13:23	Peter.RowlandDemo		🗑	45	0/1	🚗		
29/03/2023 13:32	10432	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	05/04/2023 13:32	28/03/2023 13:36	Peter.RowlandDemo	28/03/2023 13:38	🗑	60	0/1	🚗		
28/03/2023 10:35	Cohort 56	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	04/04/2023 10:35	28/03/2023 10:37	Peter.RowlandDemo			50	0/1	🚗		
25/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	01/04/2023 09:00	23/03/2023 13:22	Peter.RowlandDemo			60	0/1	🚗		
21/03/2023 11:00	DBV23F0134_20.03.23	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Principles of Working as a Mental Health Workplace Responder	28/03/2023 11:00	21/03/2023 10:28	Peter.RowlandDemo			45	0/1	🚗		
21/03/2023 11:00	LON1412	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	28/03/2023 11:00	21/03/2023 10:20	Peter.RowlandDemo	21/03/2023 10:22		50	0/1	🚗		

Edit Schedule

Schedule details

Learners

Properties

Add learners

Add cohort

Learner Name	Learner ID	Cohort	Extra Time	Comp	Removal Reason	
1 Test Learner_05	140705		25			🔍
2 Test Learner_06	148451					🔍
3 Pete Test	195416				Cancelled	🔍
4 Rebecca Test	195417					🔍
5 Lianne Test	196747				Admin Error	🔍
6 Fran Test	196748					🔍
7 Luke Test	196749				No show	🔍
8 Jon Test	198565					🔍
9 Pete Test	201157				Admin Error	🔍
10 Future Quals TEST Learner	111674					🔍

Cancelled

No show

Sick

Withdrawn

Admin Error

Max attempts

Already scheduled

Retake days

Save

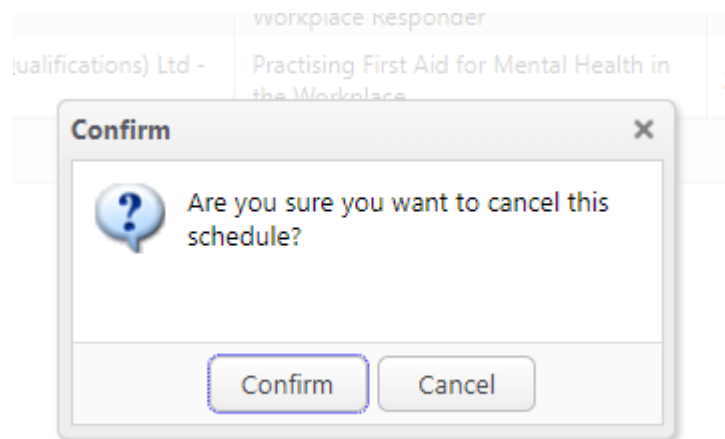
Cancel

When you are happy with your edits, please press **<Save>**.

To cancel a schedule, click on the schedule and select **<Cancel Schedule>**.

Home Schedule Administration Results														
Welcome Peter Log out														
<div> <div>Export as EXCEL</div> <div>Create</div> <div>Edit</div> <div>Cancel Schedule</div> <div>Print</div> <div>From 04/03/2023 To 04/05/2023</div> <div>Refresh</div> </div>														
Start	Schedule Name	Centre	Site	Assessment	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type		
05/04/2023 14:14	Test 04/04/2023	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	12/04/2023 14:14	04/04/2023 14:14	Peter.RowlandDemo	04/04/2023 14:28		60	0/8	🚗		
31/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Theory Test Before Commencing On-road Training at Speed	07/04/2023 09:00	23/03/2023 13:23	Peter.RowlandDemo		🗑	45	0/1	🚗		
29/03/2023 13:32	10432	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	05/04/2023 13:32	28/03/2023 13:36	Peter.RowlandDemo	28/03/2023 13:38	🗑	60	0/1	🚗		
28/03/2023 10:35	Cohort 56	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	04/04/2023 10:35	28/03/2023 10:37	Peter.RowlandDemo			50	0/1	🚗		
25/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment	01/04/2023 09:00	23/03/2023 13:22	Peter.RowlandDemo			60	0/1	🚗		
21/03/2023 11:00	DBV23F0134_20.03.23	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Principles of Working as a Mental Health Workplace Responder	28/03/2023 11:00	21/03/2023 10:28	Peter.RowlandDemo			45	0/1	🚗		
21/03/2023 11:00	LON1412	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre	Practising First Aid for Mental Health in the Workplace	28/03/2023 11:00	21/03/2023 10:20	Peter.RowlandDemo	21/03/2023 10:22		50	0/1	🚗		

If you wish to go ahead, select **<Confirm>**.

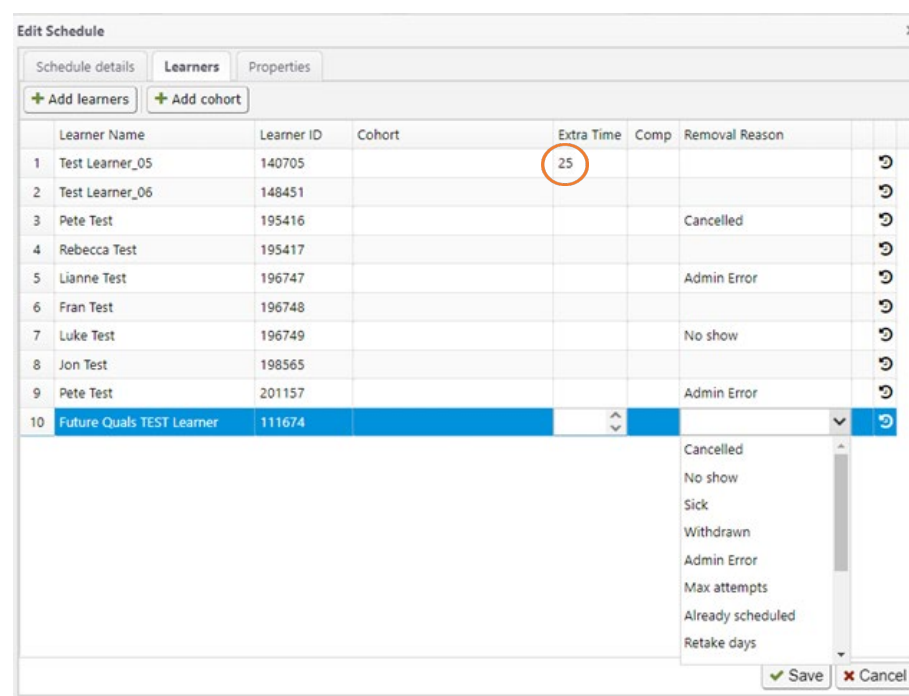


### *Reasonable Adjustments*

All reasonable adjustment requests must have been submitted using the Reasonable Adjustment Application and Notification Form.

If the Learner requires a reasonable adjustment for additional assessment time, this can be added manually when creating the schedule (as mentioned above), by selecting the **<Learners>** tab.



Extra time - up to 25 % - should be added in for the appropriate Learner, before pressing **<Save>**.







## Preparing for the Assessment

Before each assessment, the Exams Officer/Invigilator will have the option to print both the *Attendance List* and the *Individual Login Sheets*. The *Attendance Register*, found in our Instructions for Conducting Controlled Assessments Policy, will also need to be printed.

These can be accessed via the *Schedule Page* on XAMS by selecting the printer icon on the relevant schedule row.


		Start ▾	Schedule Name
			<input type="text"/>
		05/04/2023 14:14	Test 04/04/2023


You will then need to select which sheet you require.

		Start ▾	Schedule Name	Centre ▾	Site	Assessment	End
			<input type="text"/>	<input type="text"/>			
		05/04/2023 14:14	Test 04/04/2023	Future (Awards and Qualifications) Ltd	Fut	Tes	
		31/03/2023 09:00	Cohort 53	Future (Awards and Qualifications) Ltd	Fut	Tes	
		29/03/2023 13:32	10432	Future (Awards and Qualifications) Ltd	Fut	Tes	

Print Papers

Select option: Attendance List ▾  
Attendance List  
Login sheets

 Print

 Close

The selected sheet will open as a PDF in a new tab and which can then be printed.

The *Attendance List* is for use by the Invigilator **only** and **must** be kept and securely stored by the Centre for at least **3 years**, along with the *Attendance Register*. All fields must be completed.

#### Schedule - Test 04/04/2023

Centre: Future (Awards and Qualifications) Ltd - Test Centre  
 Assessment: Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment  
 Start: 05/04/2023 14:14  
 End: 12/04/2023 14:14  
 Duration: 60 mins  
 Created: 04/04/2023 14:28  
 Password: Dota9740  
 Time and Location:

#### Learners

First Name	Last Name	Login ID	Password	Extra Time	Remove Reason	Present	Absent
Test	Learner_05	140705	Qixo6884	25%		<input type="checkbox"/>	<input type="checkbox"/>
Test	Learner_06	148451	Zuye8551			<input type="checkbox"/>	<input type="checkbox"/>
Fran	Test	196748	Zeze1414			<input type="checkbox"/>	<input type="checkbox"/>
Jon	Test	198565	Sivo7440			<input type="checkbox"/>	<input type="checkbox"/>
Lianne	Test	196747	Tana0901		Admin Error	<input type="checkbox"/>	<input type="checkbox"/>
Luke	Test	196749	Rice3605		No show	<input type="checkbox"/>	<input type="checkbox"/>
Pete	Test	195416	Yozo5862		Cancelled	<input type="checkbox"/>	<input type="checkbox"/>
Pete	Test	201157	Page9677		Admin Error	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca	Test	195417	Peya5866			<input type="checkbox"/>	<input type="checkbox"/>
Future Quals	TEST Learner	111674	Hedu6141			<input type="checkbox"/>	<input type="checkbox"/>

Invigilator name:

Invigilator signature:

Date:

The *Individual Login Sheets* are to be given to each Learner so that they can access their assessment. If a Learner is scheduled for more than one assessment, they will need the relevant sheet for each assessment. Once the assessment has been completed, *Login Sheets* should be destroyed.

#### Schedule - Test 04/04/2023

Centre:	Future (Awards and Qualifications) Ltd - Test Centre
Assessment:	Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment
Start:	05/04/2023 14:14
End:	12/04/2023 14:14
Duration:	60 mins
Created:	04/04/2023 14:28
Password:	Dota9740
Time and Location:	

#### Learner

First Name	Last Name	Login ID	Password	Extra Time
Test	Learner_05	140705	Qixo6884	25%

## Invigilation of XAMS Assessments

All XAMS assessments must be invigilated in line with the requirements outlined in the following policies and documents:

- FSQ Operational Handbook (Reformed Functional Skills Qualifications)
- Instructions for Conducting Controlled Assessments
- FutureQuals Assessment Principles

## Taking the Online Assessment

### *Accessing the Assessment*

Please ensure that all pop-ups are switched off and no devices are logged in. Centres are advised to download and install the Safe Exam Browser before a Learner undertakes a Reformed Functional Skills live assessment in English or mathematics, though this is not a mandatory requirement; see *Appendix 1* for further details.

For all assessments, the following link to the XAMS platform should be used:  
<https://www.futurequals.com/> - XAMS Login



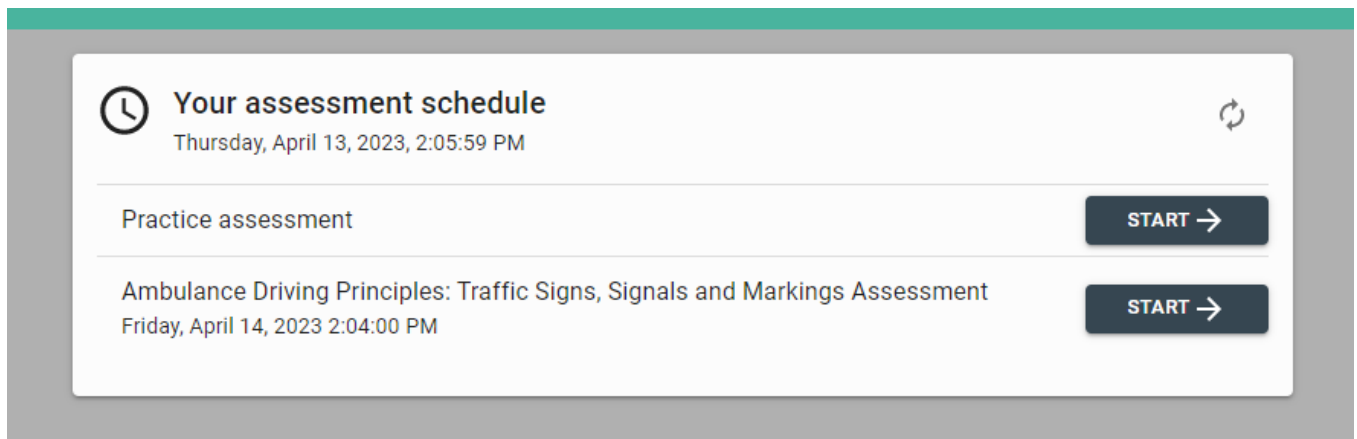
The Learner will need their Username (Login ID) and Password to log in. These can be found on the *Individual Login Sheets*.

Learner				
First Name	Last Name	Login ID	Password	Extra Time
Test	Learner_05	140705	Qix06884	25%

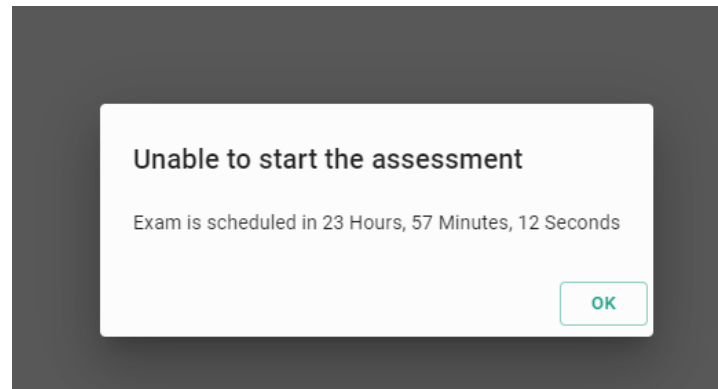
Once logged in, the *Welcome* and *Information Page* will display. Learners must read all the guidance and check that all personal details are correct, confirming these and their understanding of the instructions. Learners must inform the Invigilator of any errors. If all details are correct, all boxes should be ticked before selecting <Next>.

The Learners will then be able to view all assessments that they have been scheduled to take, along with a practice assessment.


To access both the practice and live assessments, press the **<Start>** button.



Please note that an error message will be received if an attempt to access an assessment is made before the start of the schedule window.



Once the schedule window is open, the Learner will be asked to enter the schedule password which can be found on the *Individual Login Sheet* and is specific to the assessment being taken. Please check carefully that the correct *Learner Login Sheet* has been issued. This password is not to be confused with the Learner's own ID password. Once entered, press **<Submit>**.



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

Schedule Password \*

CANCEL

SUBMIT



#### Schedule - Test 04/04/2023 v1

Centre: Future (Awards and Qualifications) Ltd - Test Centre  
Assessment: Ambulance Driving Principles: Traffic Signs, Signals and Markings Assessment  
Start: 14/04/2023 14:04  
End: 21/04/2023 14:04  
Duration: 60 mins  
Created: 13/04/2023 14:05  
Password: Cici0889  
Time and Location:

The Learner will now be able to view instructions specific to their assessment. The Learner must read the instructions before pressing <Start> when prompted to by the Invigilator.

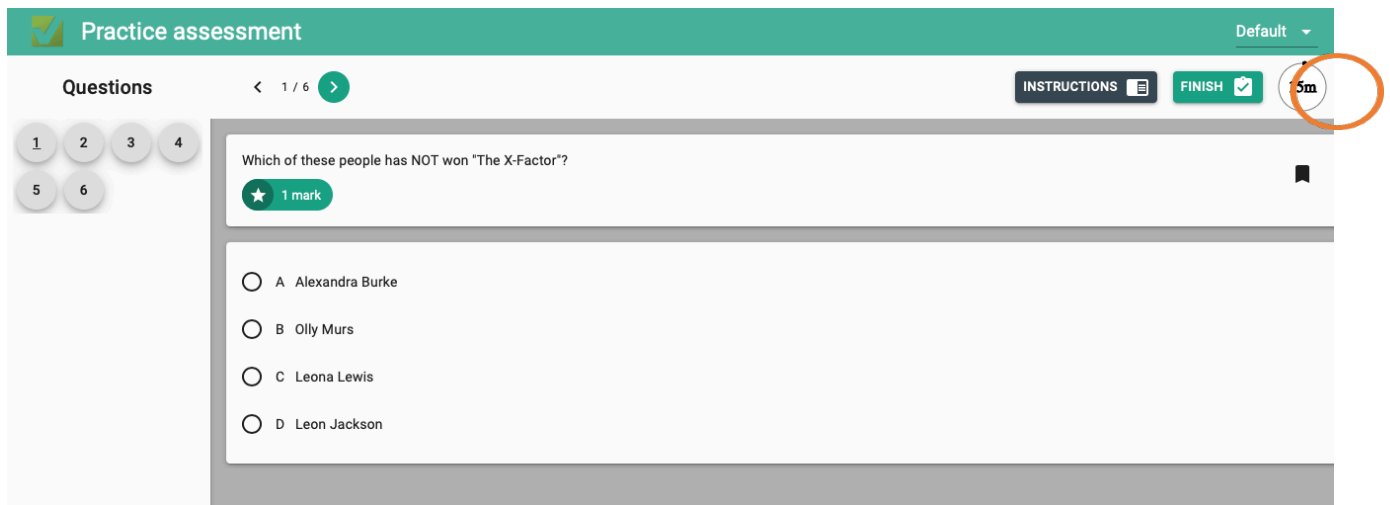
 RETURN TO HOME SCREEN

START →

Instructions:

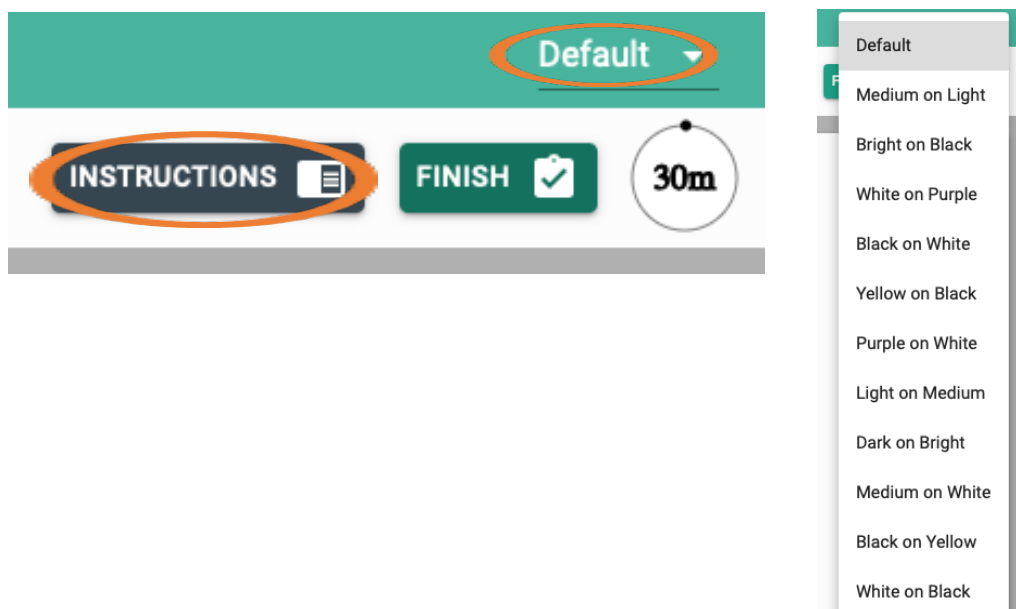
- This assessment is designed to take 30 minutes.
- This assessment consists of 20 multi-choice questions.

## Navigating the Assessment



The time remaining is shown in the top right-hand corner. The Learner will also receive a warning message when they are nearing the end of their assessment. The assessment system will record all work completed and automatically finish once the designated time has elapsed.

Learners can re-access the instructions by selecting the <Instructions> tab. The colour scheme of the assessment can be changed by using the dropdown menu on the right-hand side.

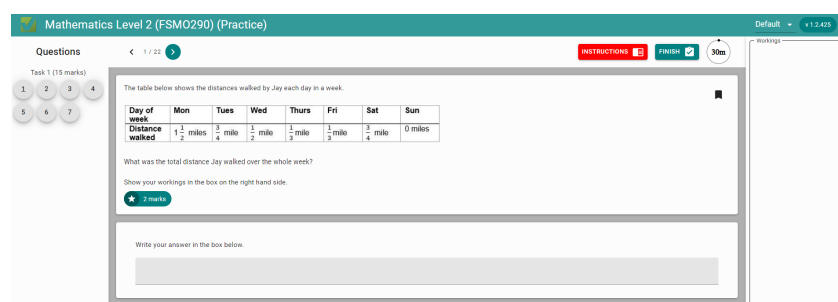
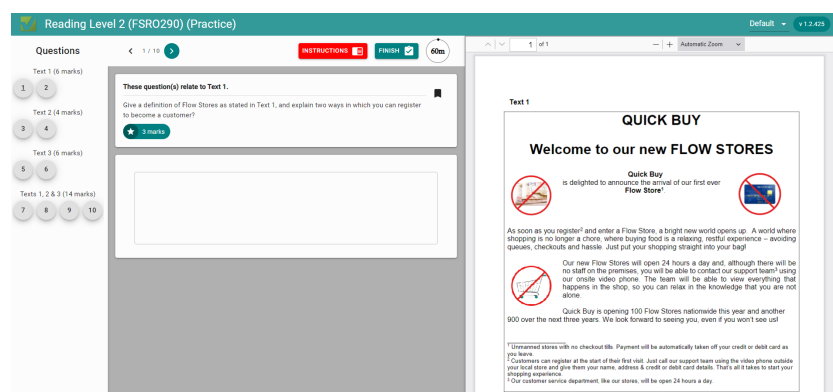


All of the questions are displayed in a numbered list to the left of the screen. To move between questions, click on a numbered button or use the <Back> and <Next> buttons. Questions that have been answered will be highlighted in green, the current question number will be underlined and unanswered questions remain in grey (when in default mode). If a Learner skips a question and wishes to return to it, they will need to indicate this by selecting the black flag to show the Learner which question they can return to at any point during the assessment.



MCQ questions should be answered by selecting the chosen answer.

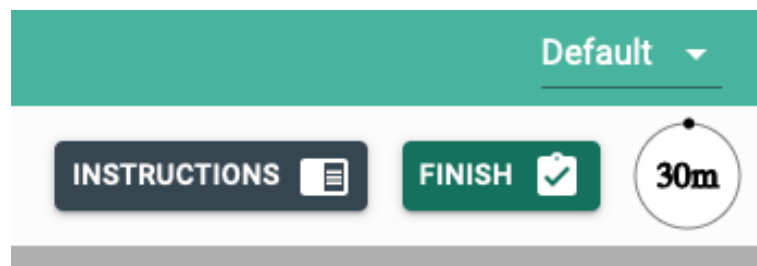
For written assessments, Learners should type their answer into the text box provided and, if applicable, workings should be shown in the area specified.



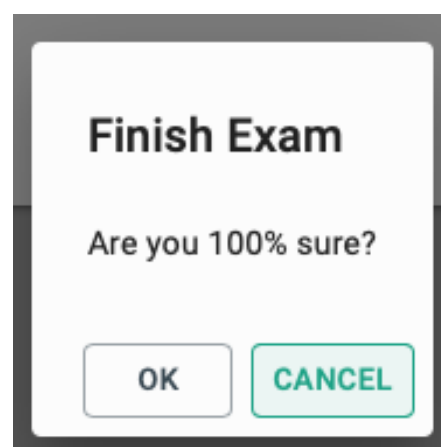
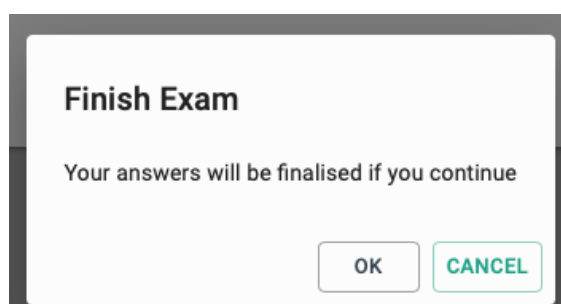
Where a scroll bar appears on the right-hand side of a page, scroll down the page to view the rest of the question. You can also move the margins to resize the question, as well as the answer and workings areas.

Unless specified, access to calculators, dictionaries, the internet and other applications is **strictly prohibited**. Learners **must not** leave the XAMS platform or access any other programme during the assessment (please see our Instructions for Conducting Controlled Assessments for guidance on Zoom/Teams).

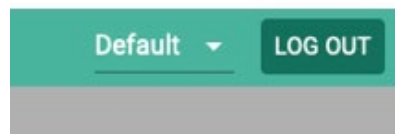
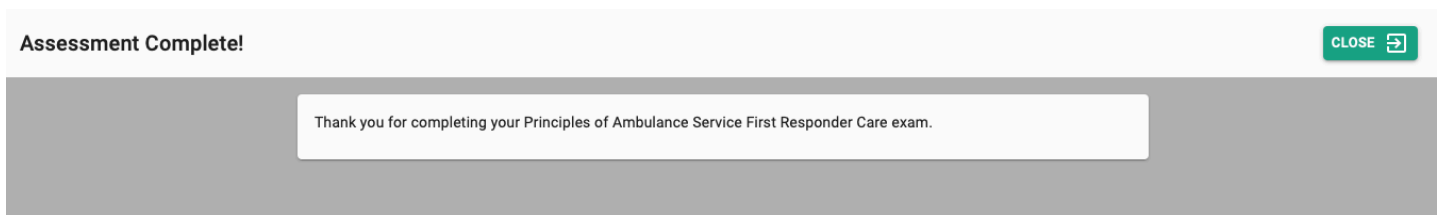
When the Learner is happy with their answers and would like to submit their attempt, click the <Finish> button.



The Learner will then be asked (twice) if they wish to submit their assessment. To continue, press <OK> on both screens. After this point, the assessment may **not** be resumed, and the Learner will **not** be able to answer any further questions.



The assessment has now been submitted and the Learner will receive a message thanking them for taking the assessment. Click <Close> and <Log Out>.





If a Learner accidentally takes an assessment under the wrong Learner details, please contact us at [AO@futurequals.com](mailto:AO@futurequals.com) immediately. The Learner **must not** take the assessment again.

Should you have queries or feedback regarding our assessment, please contact us at: [AO@futurequals.com](mailto:AO@futurequals.com)

### *Specific Guidance for Reformed Functional Skills Assessments*

#### Level 1 and 2 Reading Assessments:

All the texts included in the assessment will need to be read to answer the assessment questions. The number of marks available for each question is shown in brackets. The use of a dictionary is permitted for both reading assessments, though internet access or access to any kind of spell-checker is **not** permitted.

- You can view the texts by clicking the following icon at the top, right hand side of the screen:  

- You can view a list of questions for each text, and the marks available, by clicking the menu icon at the top, left hand side of the screen:  


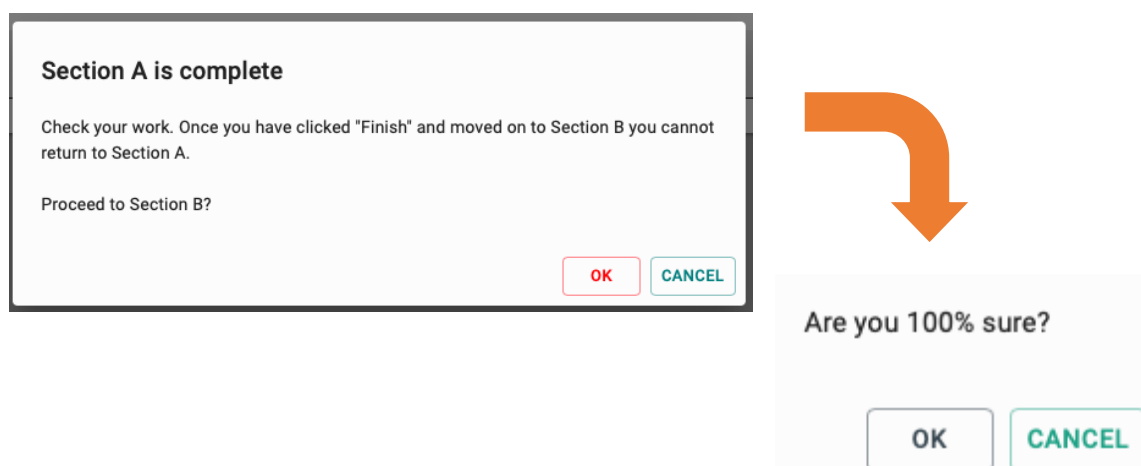
#### Level 1 and 2 Writing Assessments:

Learners are required to complete both tasks and will be assessed on their spelling, punctuation, grammar and writing composition. Access to a dictionary is **not** permitted.

## Level 1 and 2 Mathematics Assessments:

There are two sections in each mathematics assessment, Section A and Section B. Learners are **not** permitted to use a calculator for Section A. The on-screen calculator will be disabled for this section and Learners **must not** use a manual calculator. They will, however, have access to the on-screen calculator for Section B. To move from Section A to Section B, the Learner must confirm that they are ready to move on to the next section by selecting <Finish>. Please note that it is **not** possible to return to Section A once Section B has been started.

*HINT: Learners are encouraged to check their work in Section A before moving on to Section B.*



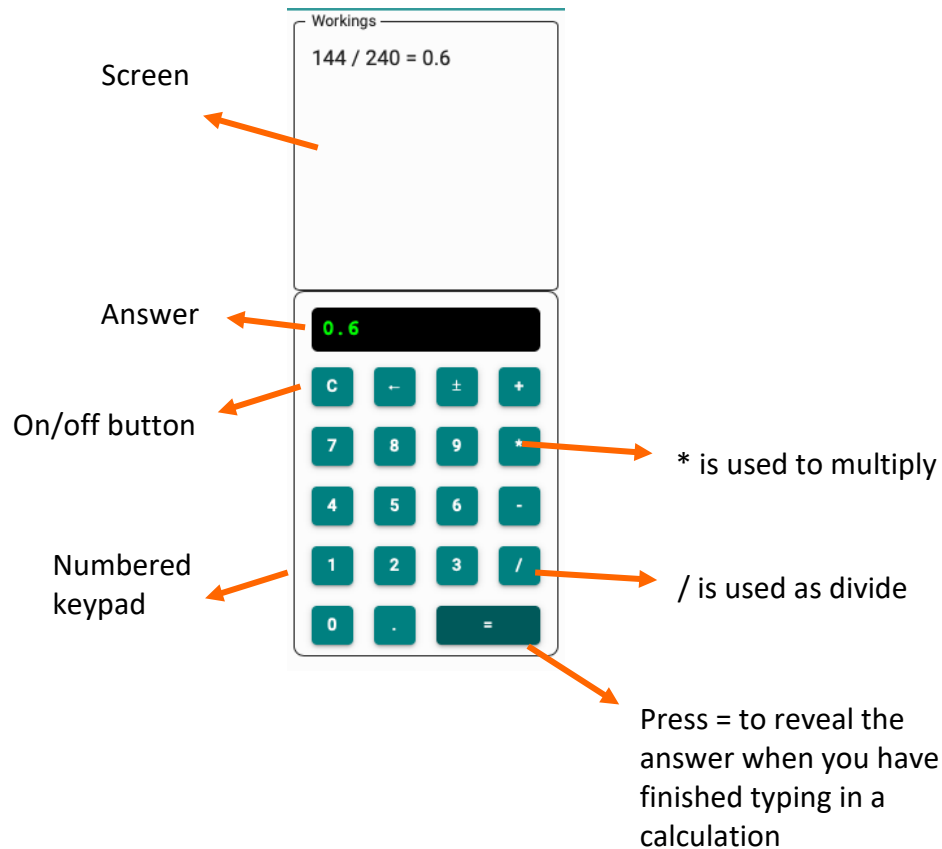
The Learner should insert their answer (if required) in the answer box located at the bottom of each question. Learners should show their workings in the workings area to the right of the screen, as these will also be marked. The number of marks available for each question is shown in brackets.

Write your answer in the box below.

The onscreen calculator will automatically appear once a Learner has accessed the calculator (Section B) part of the assessment. Any calculations keyed into the calculator will appear in the workings screen.



## Calculator Key



## Accessing Results

### *Publishing Times*

For multiple-choice question assessments, Centres will be able to access Learners' results immediately. This will show as a Pass or Fail.

All Functional Skills assessments are marked by a member of the AO Marking Team and the results will usually be available within **16 working days** from the date the assessment was taken.

### *Learner Results and Feedback*

To access Learners' assessment results, select **<Results>** at the top of the *Home Page*.

Home Schedule Administration **Results** Welcome Peter Log out

Hello Peter Rowland

Welcome to XAMS, the e-assessment system. Please remember that your popup blocker must be switched off.

We hope you enjoy using the system.

Coelrind Ltd.

You will be able to see results for every assessment taken and generate *Individual Results Sheets* for your Learners.

Home Schedule Administration Results Welcome Peter Log out

Drag a column header and drop it here to group by that column

Columns All results Export to Excel Refresh Date from 01/01/2023 to 13/04/2023 Assessment

	Print selected results	Submitted	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken	Score	Score to pass	Percent	Result	Type
1	<input type="checkbox"/>	02/03/2023 11:35:53	555	Level 2 Functional Skills Qualification in Mathematics	Test	Pete	203026	0:30:06	0/60	53%	0	Fail	Online
2	<input type="checkbox"/>	28/02/2023 21:24:52	New Set Test	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code Assessment	Learner_06	Test	148451	0:17:33	48/60	75%	80	Pass	Online

You can use the calendar icons and search boxes to filter the results shown.

*HINT: The default filter for the screen is date/time submitted, with the most recent results displaying first.*

Columns All results Export to Excel Refresh Date from 01/01/2023 to 13/04/2023 Assessment Ambulance Driving Principles: Legislation, Roadcraft and The Highway Cod

	Print selected results	Submitted	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken
1	<input type="checkbox"/>	28/02/2023 21:24:52	New Set Test	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code Assessment	Learner_06	Test	148451	0:17:33

You will be able to see how long Learners spent on their assessments, marks achieved, the overall result and the paper pass mark.

First Names	Learner ID	Time Taken	Score	Score to pass	Percent	Result	Type
Test	148451	0:17:33	48/60	75%	80	Pass	Online

You are also able to print the results for all filtered Learners; simply select **<All results>**. This will generate a report in PDF.

Home Schedule Administration ▾ Results Welcome Peter Log out

Drag a column header and drop it here to group by that column

Columns ▾ **All results** Export to Excel Refresh Date from 01/01/2023 to 13/04/2023 Assessment

	Print selected results	Submitted ▾	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken	Score	Score to pass	Percent	Result	Type
1	<input type="checkbox"/>	02/03/2023 11:35:53	555	Level 2 Functional Skills Qualification in Mathematics	Test	Pete	203026	0:30:06	0/60	53%	0	Fail	Online
2	<input type="checkbox"/>	28/02/2023 21:24:52	New Set Test	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code Assessment	Learner_06	Test	148451	0:17:33	48/60	75%	80	Pass	Online

Columns ▾ All results Export to Excel Refresh Date from 01/06/2022 to 17/04/2023 Assessment

	Print selected results	Submitted ▾	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken	Score	Score to pass	Percent	Result
1	<input type="checkbox"/>	02/03/2023 11:35:53	555	Level 2 Functional Skills Qualification in Mathematics	Test	Pete	203026	0:30:06	0/60	53%	0	Fail
2	<input checked="" type="checkbox"/>	28/02/2023 21:24:52	New Set Test	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code Assessment	Learner_06	Test	148451	0:17:33	48/60	75%	80	Pass

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

For MCQ assessments, an *e-assessment Outcomes Report* will be generated which also provides an overview of which learning outcomes the Learner performed well against and which outcomes require improvement. (Sensitive data blurred out).

Assessment:	Legislation, Roadcraft and The Highway Code Set 8		
Centre:	Future (Awards and Qualifications) Ltd		
Candidate:	Test Learner_06	Submitted:	28/02/2023 21:24:52
Candidate ID:	148451	Version:	1
Schedule:	New Set Test	Extra Time:	0
Score:	80%	Score to pass:	75%
Result:	Passed	Time Taken:	0:17:33

Category	2000	2001	2002
1. <i>General</i>			
1.1. <i>General</i>	1	1	1
1.2. <i>General</i>	1	1	1
1.3. <i>General</i>	1	1	1
1.4. <i>General</i>	1	1	1
1.5. <i>General</i>	1	1	1
1.6. <i>General</i>	1	1	1
1.7. <i>General</i>	1	1	1
1.8. <i>General</i>	1	1	1
1.9. <i>General</i>	1	1	1
1.10. <i>General</i>	1	1	1
1.11. <i>General</i>	1	1	1
1.12. <i>General</i>	1	1	1
1.13. <i>General</i>	1	1	1
1.14. <i>General</i>	1	1	1
1.15. <i>General</i>	1	1	1
1.16. <i>General</i>	1	1	1
1.17. <i>General</i>	1	1	1
1.18. <i>General</i>	1	1	1
1.19. <i>General</i>	1	1	1
1.20. <i>General</i>	1	1	1
1.21. <i>General</i>	1	1	1
1.22. <i>General</i>	1	1	1
1.23. <i>General</i>	1	1	1
1.24. <i>General</i>	1	1	1
1.25. <i>General</i>	1	1	1
1.26. <i>General</i>	1	1	1
1.27. <i>General</i>	1	1	1
1.28. <i>General</i>	1	1	1
1.29. <i>General</i>	1	1	1
1.30. <i>General</i>	1	1	1
1.31. <i>General</i>	1	1	1
1.32. <i>General</i>	1	1	1
1.33. <i>General</i>	1	1	1
1.34. <i>General</i>	1	1	1
1.35. <i>General</i>	1	1	1
1.36. <i>General</i>	1	1	1
1.37. <i>General</i>	1	1	1
1.38. <i>General</i>	1	1	1
1.39. <i>General</i>	1	1	1
1.40. <i>General</i>	1	1	1
1.41. <i>General</i>	1	1	1
1.42. <i>General</i>	1	1	1
1.43. <i>General</i>	1	1	1
1.44. <i>General</i>	1	1	1
1.45. <i>General</i>	1	1	1
1.46. <i>General</i>	1	1	1
1.47. <i>General</i>	1	1	1
1.48. <i>General</i>	1	1	1
1.49. <i>General</i>	1	1	1
1.50. <i>General</i>	1	1	1
1.51. <i>General</i>	1	1	1
1.52. <i>General</i>	1	1	1
1.53. <i>General</i>	1	1	1
1.54. <i>General</i>	1	1	1
1.55. <i>General</i>	1	1	1
1.56. <i>General</i>	1	1	1
1.57. <i>General</i>	1	1	1
1.58. <i>General</i>	1	1	1
1.59. <i>General</i>	1	1	1
1.60. <i>General</i>	1	1	1
1.61. <i>General</i>	1	1	1
1.62. <i>General</i>	1	1	1
1.63. <i>General</i>	1	1	1
1.64. <i>General</i>	1	1	1
1.65. <i>General</i>	1	1	1
1.66. <i>General</i>	1	1	1
1.67. <i>General</i>	1	1	1
1.68. <i>General</i>	1	1	1
1.69. <i>General</i>	1	1	1
1.70. <i>General</i>	1	1	1
1.71. <i>General</i>	1	1	1
1.72. <i>General</i>	1	1	1
1.73. <i>General</i>	1	1	1
1.74. <i>General</i>	1	1	1
1.75. <i>General</i>	1	1	1
1.76. <i>General</i>	1	1	1
1.77. <i>General</i>	1	1	1
1.78. <i>General</i>	1	1	1
1.79. <i>General</i>	1	1	1
1.80. <i>General</i>	1	1	1
1.81. <i>General</i>	1	1	1
1.82. <i>General</i>	1	1	1
1.83. <i>General</i>	1	1	1
1.84. <i>General</i>	1	1	1
1.85. <i>General</i>	1	1	1
1.86. <i>General</i>	1	1	1
1.87. <i>General</i>	1	1	1
1.88. <i>General</i>	1	1	1
1.89. <i>General</i>	1	1	1
1.90. <i>General</i>	1	1	1
1.91. <i>General</i>	1	1	1
1.92. <i>General</i>	1	1	1
1.93. <i>General</i>	1	1	1
1.94. <i>General</i>	1	1	1
1.95. <i>General</i>	1	1	1
1.96. <i>General</i>	1	1	1
1.97. <i>General</i>	1	1	1
1.98. <i>General</i>	1	1	1
1.99. <i>General</i>	1	1	1
1.100. <i>General</i>	1	1	1
2. <i>General</i>	1	1	1
3. <i>General</i>	1	1	1
4. <i>General</i>	1	1	1
5. <i>General</i>	1	1	1
6. <i>General</i>	1	1	1
7. <i>General</i>	1	1	1
8. <i>General</i>	1	1	1
9. <i>General</i>	1	1	1
10. <i>General</i>	1	1	1
11. <i>General</i>	1	1	1
12. <i>General</i>	1	1	1
13. <i>General</i>	1	1	1
14. <i>General</i>	1	1	1
15. <i>General</i>	1	1	1
16. <i>General</i>	1	1	1
17. <i>General</i>	1	1	1
18. <i>General</i>	1	1	1
19. <i>General</i>	1	1	1
20. <i>General</i>	1	1	1
21. <i>General</i>	1	1	1
22. <i>General</i>	1	1	1
23. <i>General</i>	1	1	1
24. <i>General</i>	1	1	1
25. <i>General</i>	1	1	1
26. <i>General</i>	1	1	1
27. <i>General</i>	1	1	1
28. <i>General</i>	1	1	1
29. <i>General</i>	1	1	1
30. <i>General</i>	1	1	1
31. <i>General</i>	1	1	1
32. <i>General</i>	1	1	1
33. <i>General</i>	1	1	1
34. <i>General</i>	1	1	1
35. <i>General</i>	1	1	1
36. <i>General</i>	1	1	1
37. <i>General</i>	1	1	1
38. <i>General</i>	1	1	1
39. <i>General</i>	1	1	1
40. <i>General</i>	1	1	1
41. <i>General</i>	1	1	1
42. <i>General</i>	1	1	1
43. <i>General</i>	1	1	1
44. <i>General</i>	1	1	1
45. <i>General</i>	1	1	1
46. <i>General</i>	1	1	1
47. <i>General</i>	1	1	1
48. <i>General</i>	1	1	1
49. <i>General</i>	1	1	1
50. <i>General</i>	1	1	1
51. <i>General</i>	1	1	1
52. <i>General</i>	1	1	1
53. <i>General</i>	1	1	1
54. <i>General</i>	1	1	1
55. <i>General</i>	1	1	1
56. <i>General</i>	1	1	1
57. <i>General</i>	1	1	1
58. <i>General</i>	1	1	1
59. <i>General</i>	1	1	1
60. <i>General</i>	1	1	1
61. <i>General</i>	1	1	1
62. <i>General</i>	1	1	1
63. <i>General</i>	1	1	1
64. <i>General</i>	1	1	1
65. <i>General</i>	1	1	1
66. <i>General</i>	1	1	1
67. <i>General</i>	1	1	1
68. <i>General</i>	1	1	1
69. <i>General</i>	1	1	1
70. <i>General</i>	1	1	1
71. <i>General</i>	1	1	1
72. <i>General</i>	1	1	1
73. <i>General</i>	1	1	1
74. <i>General</i>	1	1	1
75. <i>General</i>	1	1	1
76. <i>General</i>	1	1	1
77. <i>General</i>	1	1	1
78. <i>General</i>	1	1	1
79. <i>General</i>	1	1	1
80. <i>General</i>	1	1	1
81. <i>General</i>	1	1	1
82. <i>General</i>	1	1	1
83. <i>General</i>	1	1	1
84. <i>General</i>	1	1	1
85. <i>General</i>	1	1	1
86. <i>General</i>	1	1	1
87. <i>General</i>	1	1	1
88. <i>General</i>	1	1	1
89. <i>General</i>	1	1	1
90. <i>General</i>	1	1	1
91. <i>General</i>	1	1	1
92. <i>General</i>	1	1	1
93. <i>General</i>	1	1	1
94. <i>General</i>	1	1	1
95. <i>General</i>	1	1	1
96. <i>General</i>	1	1	1
97. <i>General</i>	1	1	1
98. <i>General</i>	1	1	1
99. <i>General</i>	1	1	1
100. <i>General</i>	1	1	1

Document Title: XMAS Centre User Guide  
Version No:DOC082-V23-1  
Document Owner: AO Operations

Result Feedback Report			
Assessment:	Level 2 Functional Skills Qualification in Mathematics		
Centre:	Future (Awards and Qualifications) Ltd	Site:	Future (Awards and Qualifications) Ltd - Test Centre
Candidate:	Pete Test	Submitted:	02/03/2023 11:35:53
Candidate ID:	203026	Version:	13
Schedule:	555	Extra Time:	0
Score:	0%	Result:	Failed

Module Level 2 Subject: Mathematics	Q
1. The table below shows the number of people who took part in the competition.	1
2. The table below shows the number of people who took part in the competition.	1
3. The table below shows the number of people who took part in the competition.	1
4. The table below shows the number of people who took part in the competition.	1
5. The table below shows the number of people who took part in the competition.	1
6. The table below shows the number of people who took part in the competition.	1
7. The table below shows the number of people who took part in the competition.	1
8. The table below shows the number of people who took part in the competition.	1
9. The table below shows the number of people who took part in the competition.	1
10. The table below shows the number of people who took part in the competition.	1

All Learner results will be automatically transferred to QMIS after the assessment has been completed.

Alternatively, results can be exported to an Excel sheet by selecting <Export to Excel>.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Submitted	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken	Score	Score to pass	Percent	Result	Type
2	02/03/2023 11:35:55	Level 2 Functional Skills Test	Level 2 Functional Skills Test	Pete	Pete	203026	0:30:05	0/60	53%	0	Fail	Online
3	28/02/2023 21:24	New Set Test	Ambulance Driving Pirr Learner_06	Test	Test	148451	0:17:33	48/60	75%	80	Pass	Online
4	23/02/2023 15:32	Tasha Test	Ambulance Driving Pirr Test2	Learner	Learner	162348	0:26:32	54/60	65%	90	Pass	Online
5	27/01/2023 15:28	test9	Principles of Ambulance Young	Chris	Chris	0000013122	0:00:04	0/20	75%	0	Fail	Offline

## Re-sits

For information on resits, the maximum number of resits permitted, wait times following receipt of results before scheduling a resit assessment and any other requirements please refer to the relevant full qualification specification. For any qualification, if a Learner requires additional attempts to pass the qualification(s), then a Centre must apply to [AO@futurequals.com](mailto:AO@futurequals.com) for further guidance.

## Controlled Tasks

Controlled tasks are used on XAMS for Centres to enter assessment decisions - these are not online assessments. Currently, this function is only used for the Speaking, Listening and Communicating (SLC) Component of the Reformed Functional Skills, English qualifications.

### *Submitting Assessment Decisions for Speaking, Listening and Communication*

Before any SLC assessment can take place, all Learners **must** be scheduled in the usual manner (password and type fields are not applicable for SLC schedules). The assessment **must only** take place during the scheduled window.

**Edit Schedule**

**Schedule details** | Learners | Properties

**1. Select a Qualification and an Assessment**

Qualification: SAMSL2FSE - FAQ SAMS Level 2 Functional Skills Qualification in English

Assessment: SAMS Level 2 Functional Skills English SLC

**2. Enter the schedule details**

Start Date: 27/11/2020 10:38

Schedule name: Test

Time and Location:

**3. Add learners to this schedule**

**1 learner has been added to the schedule.**  
Click the 'Learners' tab to add or remove learners.

Save Cancel

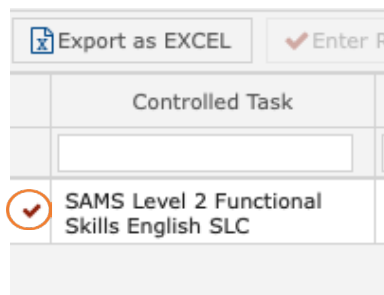
Once the SLC assessments have taken place, you will be able to enter the results. Please note that all attempts must be added, even if a Learner has not passed.

Select <**Administration**> on the menu at the top of the *Home Page*, then select <**Controlled Tasks Results Entry**> from the dropdown menu.



The *Results Entry* screen will then appear. Using the calendar icons, select the period you wish to see. You will need to enter the result for each Learner separately. When you click on the tick next to a Learner's details, a new window will appear.

Export as EXCEL	Enter Result	From 26/10/2020	To 26/12/2020	Refresh	Controlled Tasks Results Entry (Centre)				
Controlled Task	Schedule	Start Date	Due Date	Centre Code	Centre	Site Code	Site	Learner Code	First Name
<input checked="" type="checkbox"/> SAMS Level 2 Functional Skills English SLC	Test	26/11/2020	21/01/2021	0	Future (Awards and Qualifications) Ltd	0.012	Functional Skills Centre Demonstration Site	160657	Centre Demo

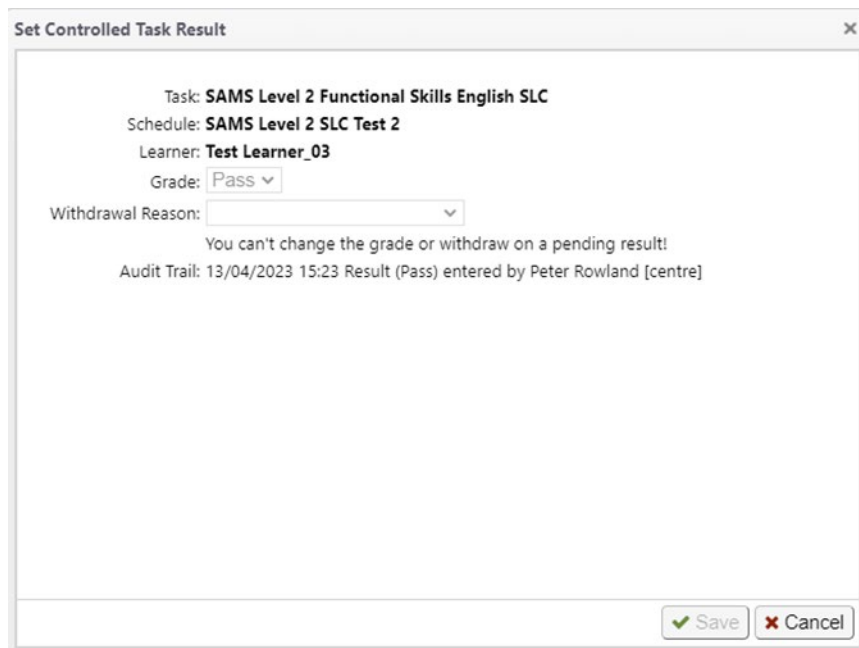


You will then be able to select the grade, either Pass or Fail, using the dropdown menu. Then click <**Save**>. The status of this grade will remain as 'pending' and is subject to change until external moderation has been completed.

Please note that pending results **cannot** be altered.

If the Learner did not attend their assessment, please instead select a *Withdrawal Reason* using the dropdown menu; this withdraws the Learner from the schedule, **not** the qualification.

Click <Save>.



Set Controlled Task Result

Task: **SAMS Level 2 Functional Skills English SLC**  
Schedule: **SAMS Level 2 SLC Test 2**  
Learner: **Test Learner\_03**  
Grade: **Pass** ▾  
Withdrawal Reason: ▾

You can't change the grade or withdraw on a pending result!

Audit Trail: 13/04/2023 15:23 Result (Pass) entered by Peter Rowland [centre]

✓ Save ✕ Cancel

### *Submitting Evidence for Speaking, Listening and Communication*

All Learner assessments should be recorded. This recording, along with all scanned evidence, will need to be uploaded to your Centre's SLC Results folder in SharePoint. Evidence includes completed *Record of Learner Achievement* form(s) and any *IQA Monitoring* forms/reports. All files will need to be labelled with the Learner's name and the date of the SLC exam, i.e. John Brown 13-12-18. All evidence should be uploaded within **3 working days** of the date of the Internal Quality Assurance Panel. Centres have a maximum of **30 days** to upload assessment results to XAMS from the date the Learner undertakes the assessment.



## **Trouble-shooting**

### *Username and Password Issues*

If the Exam Officer, please contact [AO@futurequals.com](mailto:AO@futurequals.com) or by calling 01530 836 662. This information will then be sent to your registered email address.

If you are having issues with your password, please check that:

- You are using the correct letter case and there are no spaces
- You are using the correct password i.e., either the login password or the assessment schedule password

### *Unable to Schedule a Learner*

There are several factors that could prevent you from scheduling a Learner. Please check that:

- The Learner has been registered on QMIS
- Sufficient time has been allowed for the QMIS file to be processed and the data transferred to XAMS
- The correct qualification and assessment has been selected on the *Schedule Page*
- The Learner is not already scheduled for the assessment
- Check if learner has reached maximum attempts.

### *Maximum Assessment Attempts Reached*

If you receive the following message- *This Learner has completed the maximum number of attempts for this examination* - this means that the Learner has used all of their allocated attempts for this qualification. Please refer to the full qualification specification then contact [AO@futurequals.com](mailto:AO@futurequals.com) so that we can advise on any possible next steps.

## **Appendix 1 – Downloading and Installing the Safe Exam Browser (SEB)**

The Safe Exam Browser is a computer software system that locks down the computer being used for an assessment, ensuring that Learners cannot access any other programme (i.e. the internet or Word). Centres are advised to download and install the Safe Exam Browser before a Learner undertakes a Reformed Functional Skills live assessment in English or mathematics.

The Safe Exam Browser can be downloaded using the link below:

[https://safeexambrowser.org/download\\_en.html](https://safeexambrowser.org/download_en.html)

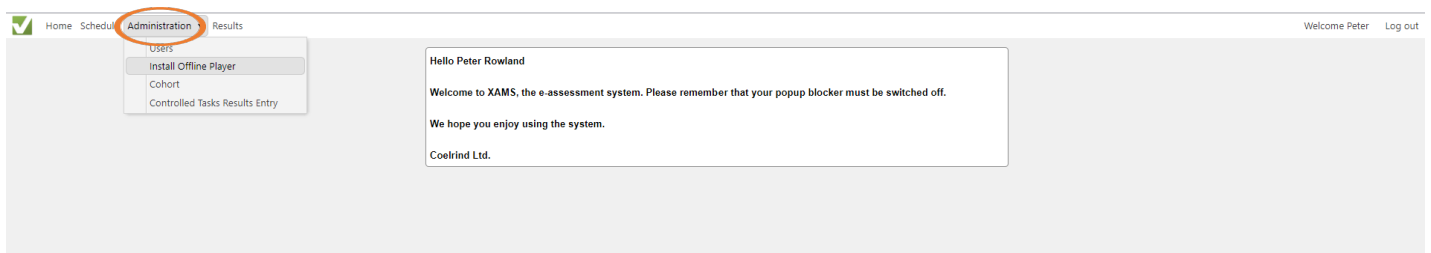
If you require further help with downloading and installing the software on a device, please contact your IT department.

## **Appendix 2 – Installing and Using the Offline Player**

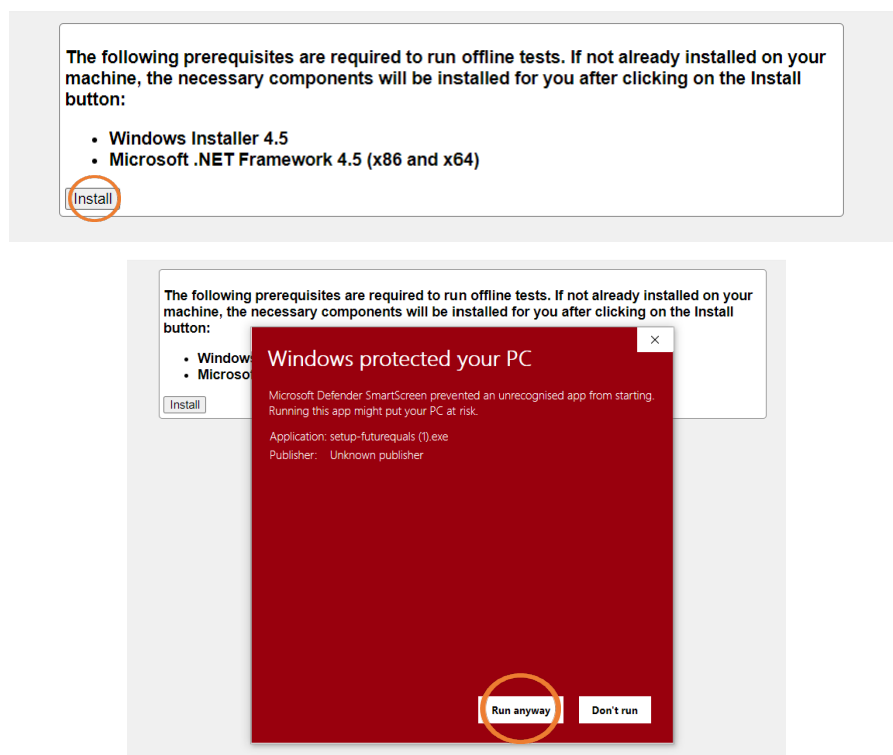
Please email us at [AO@futurequals.com](mailto:AO@futurequals.com) for information on which qualifications are eligible for use with the Offline Player, along with instructions for downloading and using it.

Please note that Learners will need to be scheduled for assessments in XAMS in the usual way. A nominated Exams Officer will then be responsible for downloading the player on any devices needed and for synchronising the assessments; an internet connection will be required for these steps.

Select **<Administration>** and **<Install Offline Player>**.

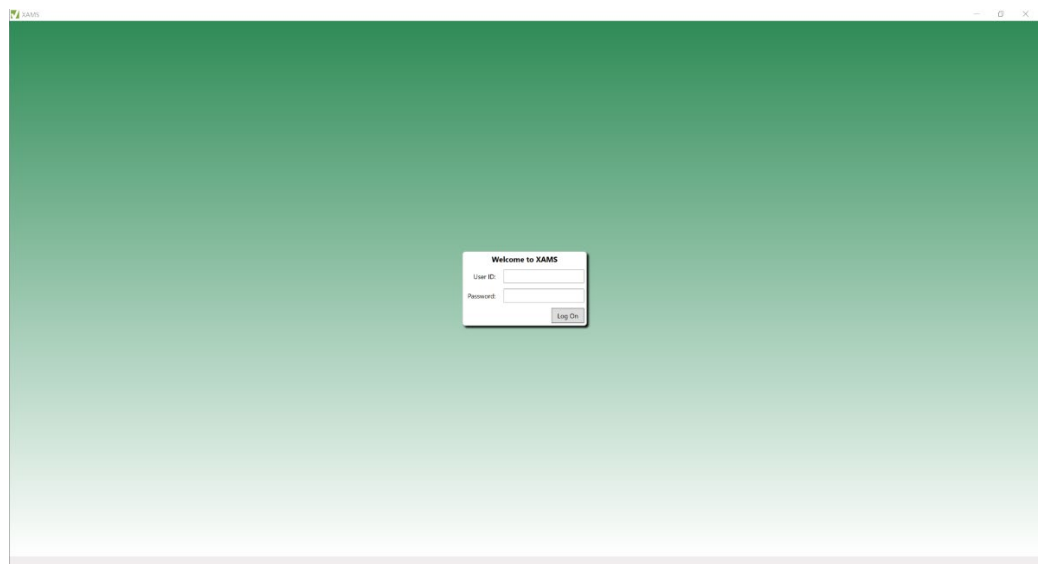


The following screen will load, highlighting the pre-requisites. If you have checked the following, please click **<Install>** to continue, followed by **<Run anyway>**.



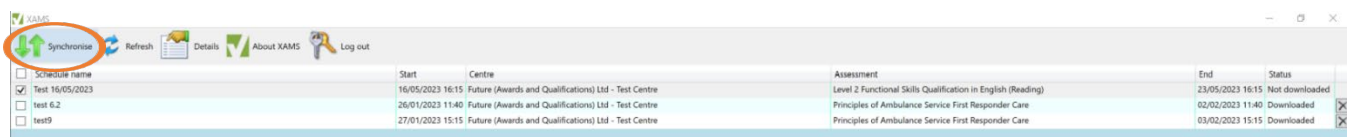
When this has downloaded, search for XAMS Offline and double click on the logo to open the following page.

Here, the Exams Officer logs in to the Offline Player using the same credentials as the online version of XAMS.

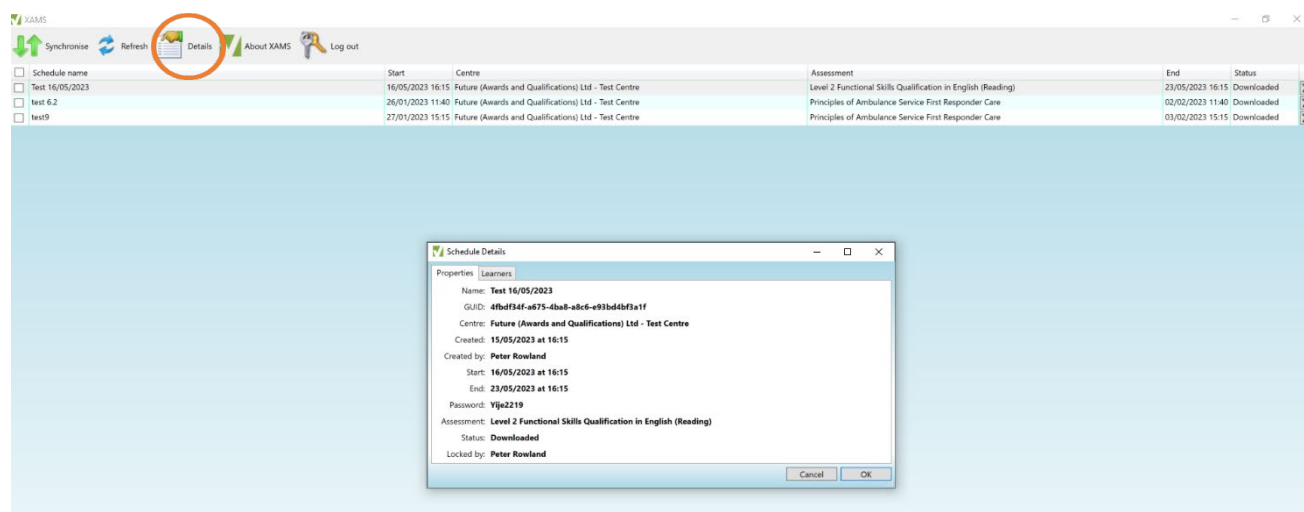


The Exams Officer then ticks the box at the side of the relevant offline schedules and clicks **<Synchronise>** to download the exams, making them available to the Learners.

Once the schedule has been synchronised, the status will show as 'Downloaded.' A pop-up to confirm this will follow; click **OK**.



The <Details> button provides key information about the schedule.



The assessment can now be accessed offline.

The Learner logs into the Offline Player with the Username and Password from the *Individual Log-In Sheet*.

Once the exam has finished and the Learner has successfully logged out, the Exam Officer will need to login with internet access so the assessment can be submitted to be marked.

If you have any questions that are not covered in this document or need any support, please contact us at: [AO@futurequals.com](mailto:AO@futurequals.com)



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