FutureQuals™

INSPIRING LEARNING AND SKILLS

XAMS User Guide

Registering Learners and Scheduling Functional Skills Assessments using the XAMS System

www.futurequals.com

Version Control Information

Document details	
Document name	XAMS User Guide for Functional Skills
Purpose of document	To provide information and guidance on accessing and using the online assessment platform XAMS, for centres who deliver Functional Skills Qualifications.
Change applied to existing version	XAMS User Guide (Functional Skills)_V7 November 2019
Document owner	Product Development Team

Version history			
New version number after amendment	**Date amended**	**Section**	**Details of change/s**
XAMS User Guide (Functional Skills)_V5 January 2019	January 2019	Administering Speaking, Listening and Communication	Updates to procedures in light of changes to the assessment process for SLC.
XAMS User Guide (Functional Skills)_V6 March 2019	March 2019	Submitting Evidence for Speaking, Listening and Communication p. 31	Clarification around submission of evidence for moderation
XAMS User Guide (Functional Skills)_V7 November 2019	November 2019	Throughout	Updated screenshots, functionality and additional clarity for Functional Skills ICT users and the XAMS platform
XAMS User Guide (Functional Skills)_V8 January 2020	January 2020	Throughout	SEB information update

XAMS User Guide

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System Requirements

All you need to use XAMS, is a mainstream browser. This includes any of the following (or later versions): Chrome 34.0.1847; Microsoft Edge; Firefox 31.0; Safari 6.2. For ICT assessments, you will also need to have access to Microsoft Office 2007 (or later). It is advisable that you have access to a PDF viewer for resources, but these can also be viewed on-screen. Internet Explorer 9 (or higher) is not supported by the XAMS platform and should not be used for accessing the assessment platform.

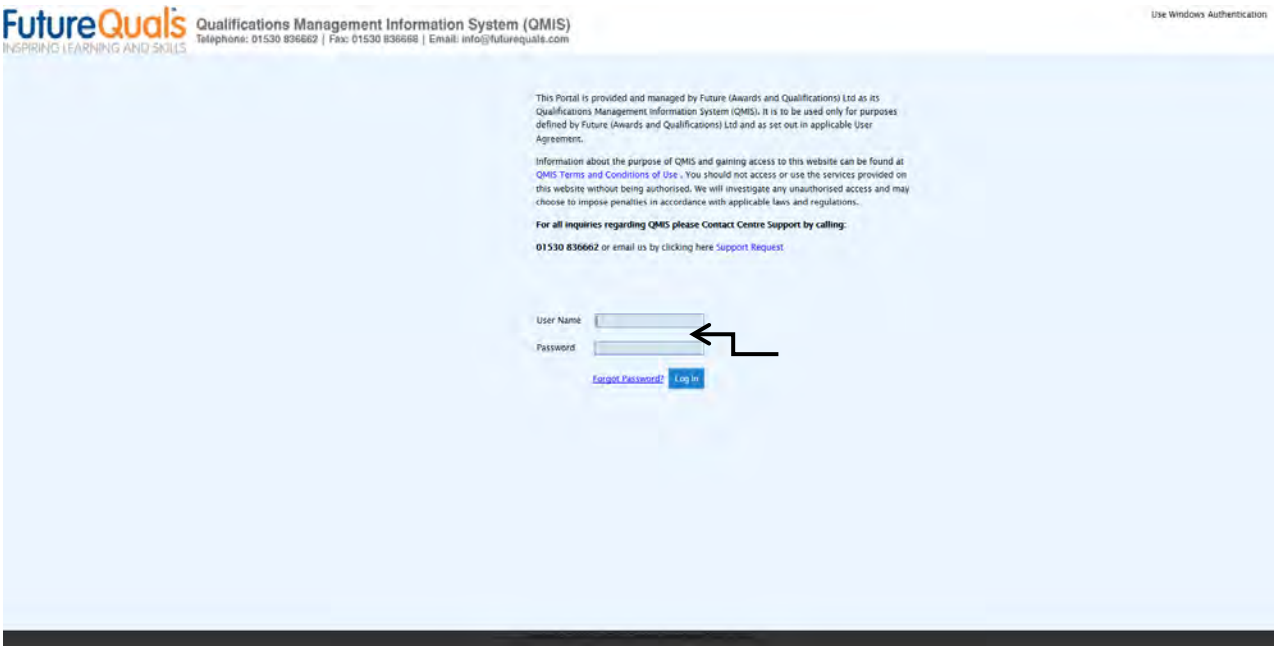
Enabling Pop-up

You must have pop-up blocking switched off to use certain parts of the system, as learners will not be able to sit assessments if pop-up blocking is switched on. If you require advice on this, please see your network administrator. See Appendix 3 for guidance on enabling pop-ups.

Registering Learners

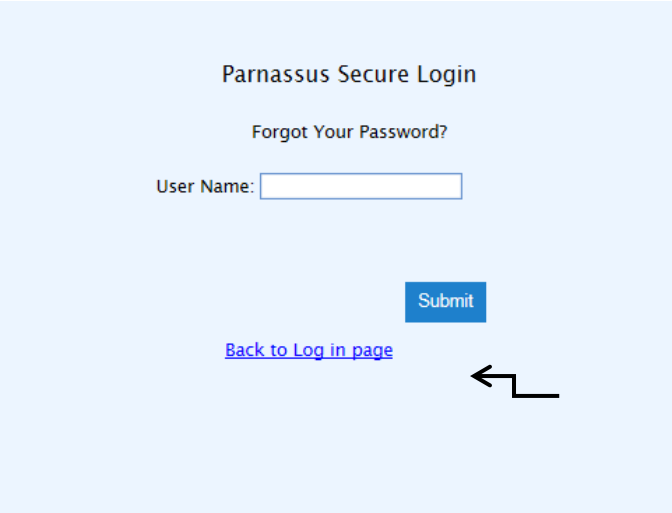
In order to schedule learners for exams in the XAMS System, learners need to be registered in QMIS for the relevant Functional Skills qualifications.

Log on to QMIS https://qmis.futurequals.com/ and enter your username and password.



If you have forgotten your password, click **<forgot password?>** which will take you to the next screen.

Enter your username and click **<submit>**



Note: This will automatically send you a new password to the email address registered. Check your email account and copy the password into the login page of QMIS. It is highly recommended that you change your password for future reference. **(If you are experiencing problems, please call Centre Support 01530 836662)**

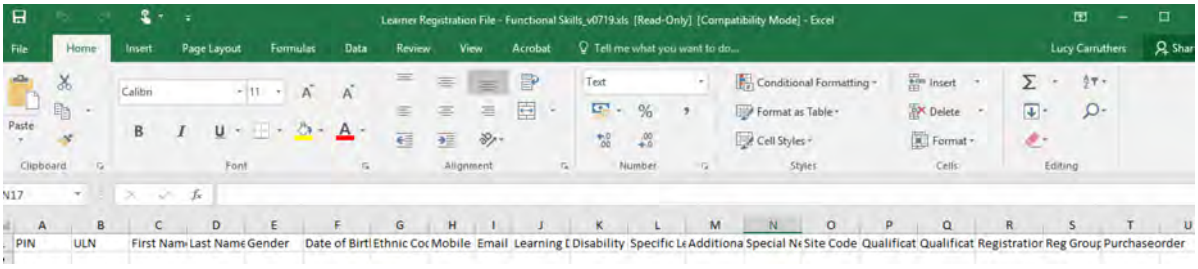
Centres can schedule the assessment session within 3 hours of registering the learner(s) in QMIS. Exams can be taken no sooner than 24 hours after scheduling and not before the schedule start date. Learners can take the exam through the FutureQuals XAMS on-screen system within 7 days of the date and time set in the schedule.

The registration date must be the date the learners are entered in to QMIS. Late registrations can disadvantage learners, prevent the learners being scheduled in XAMS and raises the risk status of your centre.

Centres may also incur an admin fee to correct data if the dates are processed incorrectly.

Please see the Centre Operations Manual, including the Centre Agreement.

Download and open the **Learner Registration File and Instructions**. This is available here: https://www.futurequals.com/centres/#existing-centres.



Complete fields A - T. (J and L are not mandatory fields and will not need to be completed for assessment-based qualification registrations).

For help on completing the Learner File, please view **Appendix 1 - Learner Registration File**.

For a list of Functional Skills product codes for XAMS please see **Appendix 2 – Qualification Codes for XAMS**.

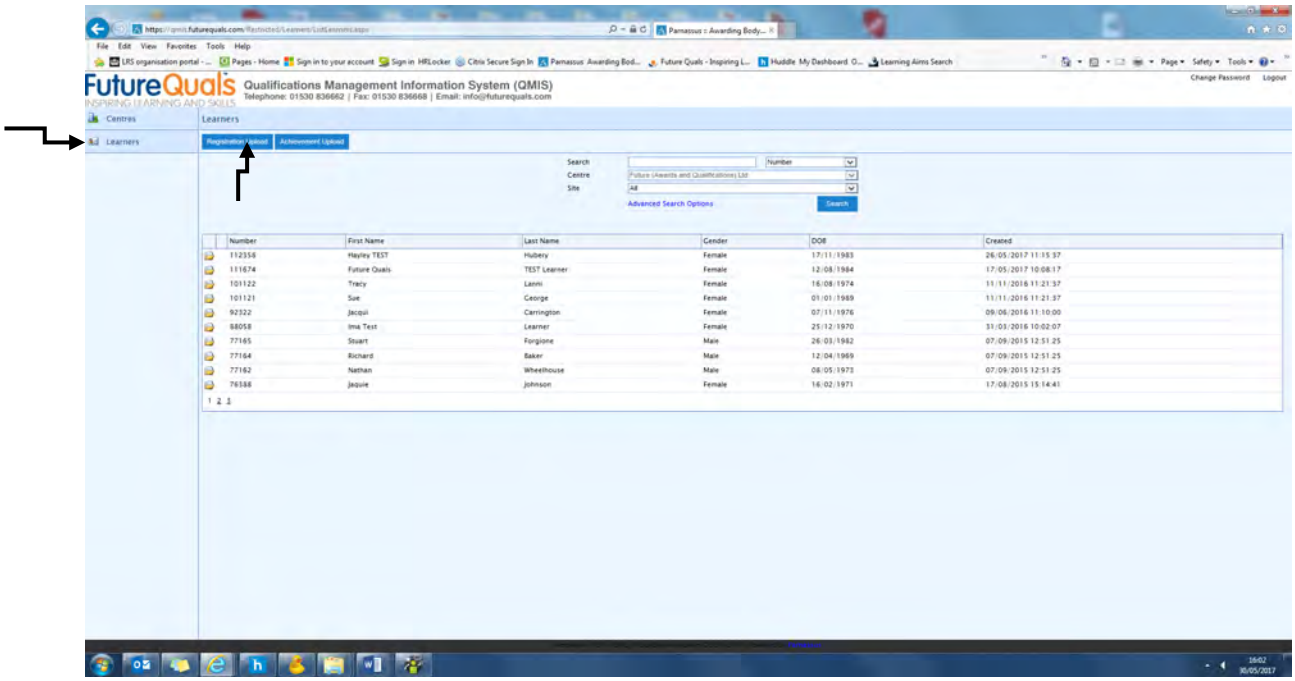
Save the document to your computer using a unique file name (the file can be either CSV, XLS or XLSX format).

Open QMIS.

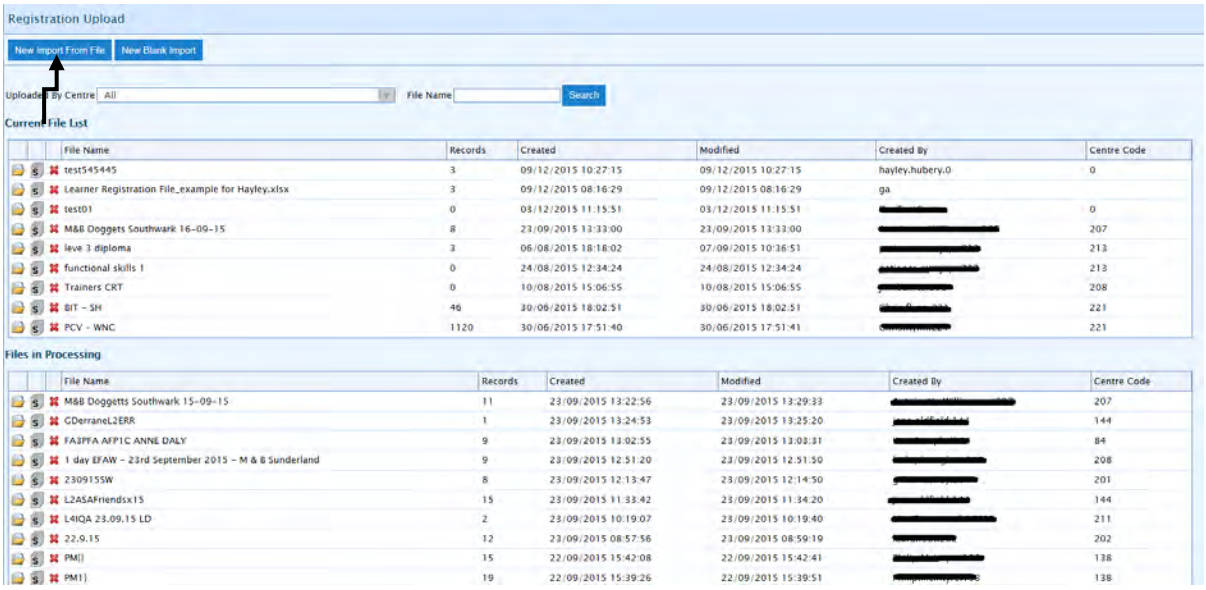
Please do not change the format of the file or add any additional headers or columns, as this may corrupt your file.

QMIS will open on the homepage, showing recent updates.

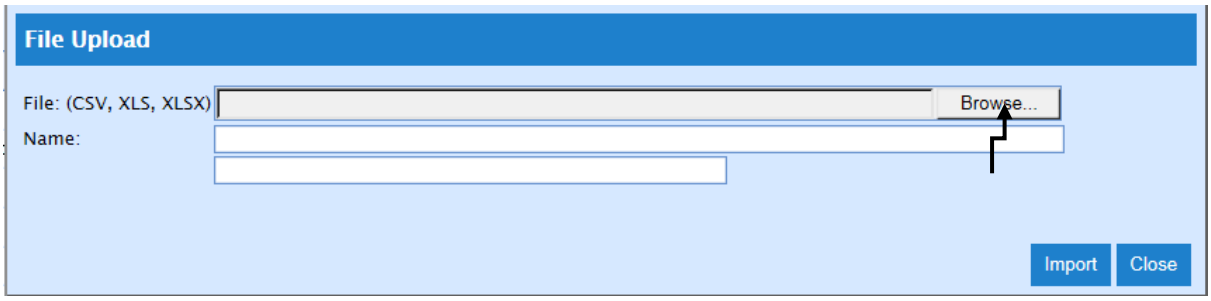
Select the learners screen and click **<Registration Upload>**



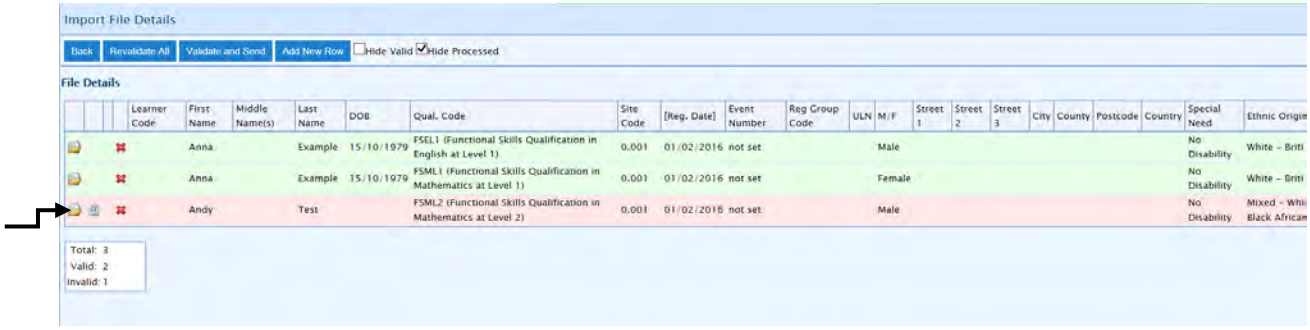
Select **<New Import from File>**



Click **<browse>** and select the saved Learner Registration File.



In the **Name** field**,** enter a file name relevant to your upload and select **<Import>**



Check that you have entered the learner details correctly (Names, Dates of Birth, etc.).

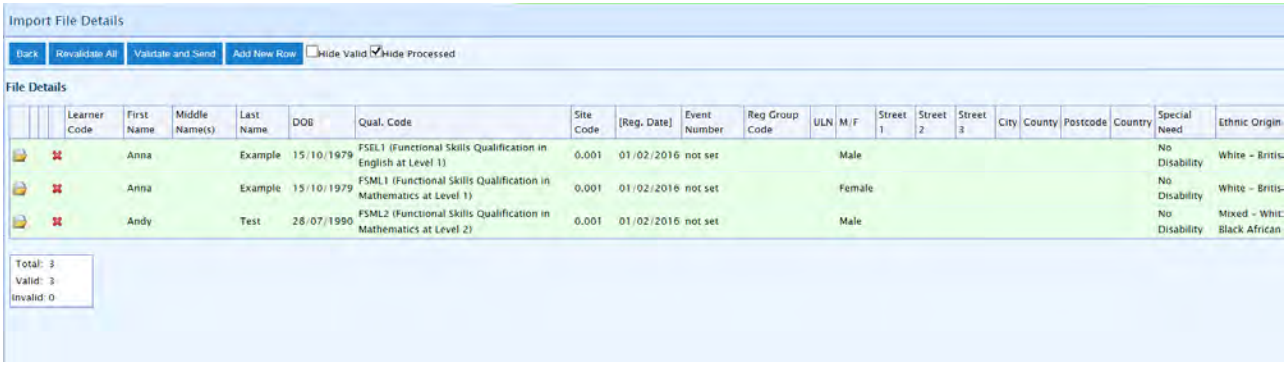
Any errors in the file will be highlighted in red and listed in the Invalid section (see above).

Click the paper image next to the yellow folder for a description of the error.

You can either:

- Edit the error in QMIS by selecting the yellow folder and making the amendments in the Edit Item screen
- Delete the file from QMIS, edit your Learner Upload File and re-upload it
- Or contact Centre Support on 01530 836662

Once confident that all learner and qualification details are correct, click **<Validate and Send>**



Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	[Reg. Date]	Event Number	Reg Group Code	ULN	M/F	Street 1	Street 2	Street 3	City	County	Postcode	Country	Special Need	Ethnic Origin
	Anna		Example	15/10/1979	FSEL1 (Functional Skills Qualification in English at Level 1)	0.001	01/02/2016	not set			Male								No Disability	White - Britis
	Anna		Example	15/10/1979	FSML1 (Functional Skills Qualification in Mathematics at Level 1)	0.001	01/02/2016	not set			Female								No Disability	White - Britis
	Andy		Test	28/07/1990	FSML2 (Functional Skills Qualification in Mathematics at Level 2)	0.001	01/02/2016	not set			Male								No Disability	Mixed - Whit Black African

You will receive a confirmation email followed by the invoice for registrations. For pro-forma only centres, payment will need to be received before FutureQuals will confirm the registrations in QMIS and XAMS. Centres who pay by proforma need to be aware of the payment timescales and register learners accordingly.

Scheduling a Test in XAMS

Creating a Schedule

Centres can schedule the assessment session within 3 hours of registering the learner(s) in QMIS. Exams can be taken no sooner than 24 hours after scheduling and not before the schedule start date. Learners can take the exam through the FutureQuals XMAS on-screen system within 7 days of the date and time set in the schedule.

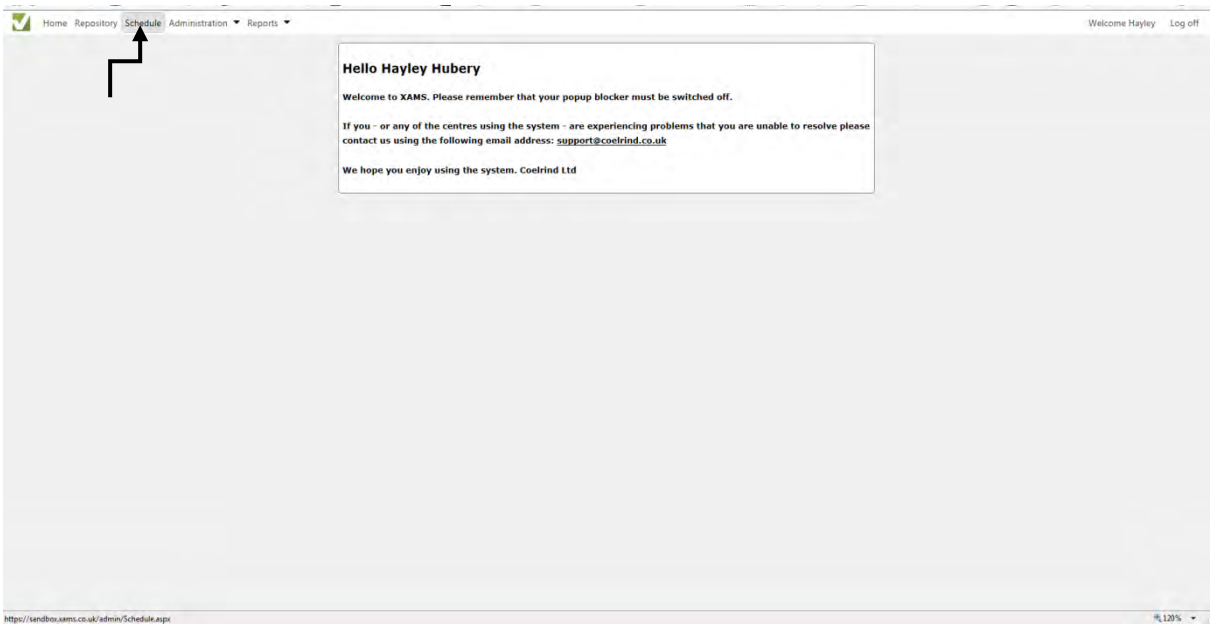
Only learners who are registered and have not yet successfully completed an assessment will be available to schedule.

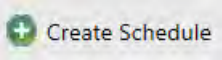
Those learners who need to resit will also be visible once the required time has elapsed since the last assessment was taken. (See resits)

Open XAMS https://futurequals.xams.co.uk and log in to the XAMS System with your **User ID** and **Password.**

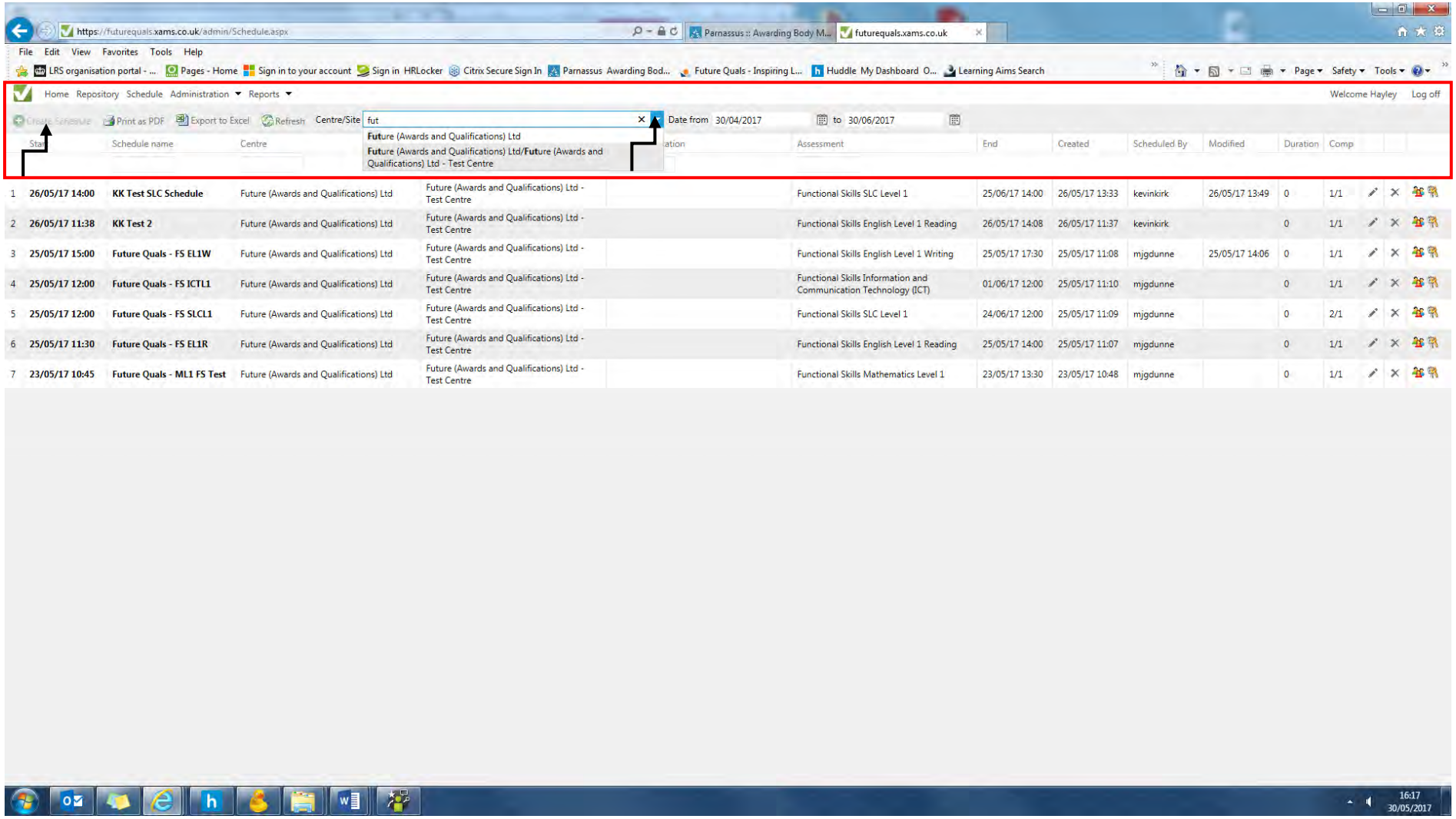
If you have forgotten your username and/or password, please contact Functional Skills Support on 01530 836662 to have this information sent to your registered email address.

Once logged into the system the following welcome screen will appear. Select <**Schedule**>

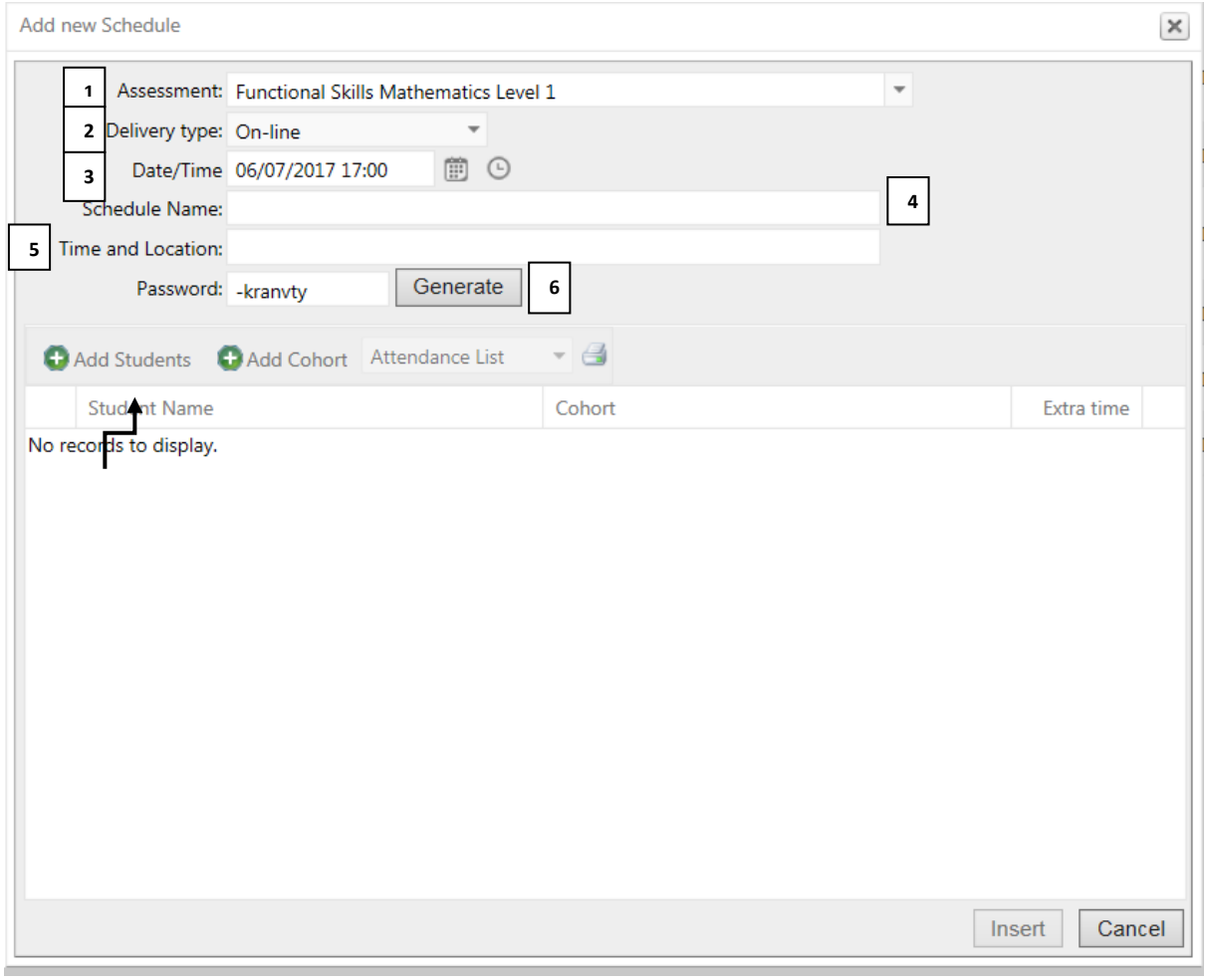


Select the **Centre/Site** the learners are registered to from the dropdown and select 

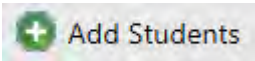
<Create Schedule>



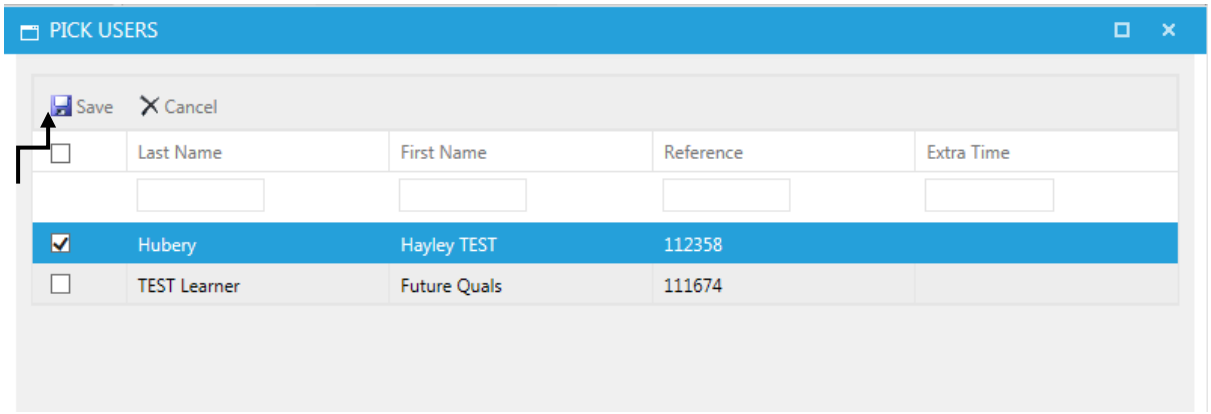
The add new Schedule screen will appear.



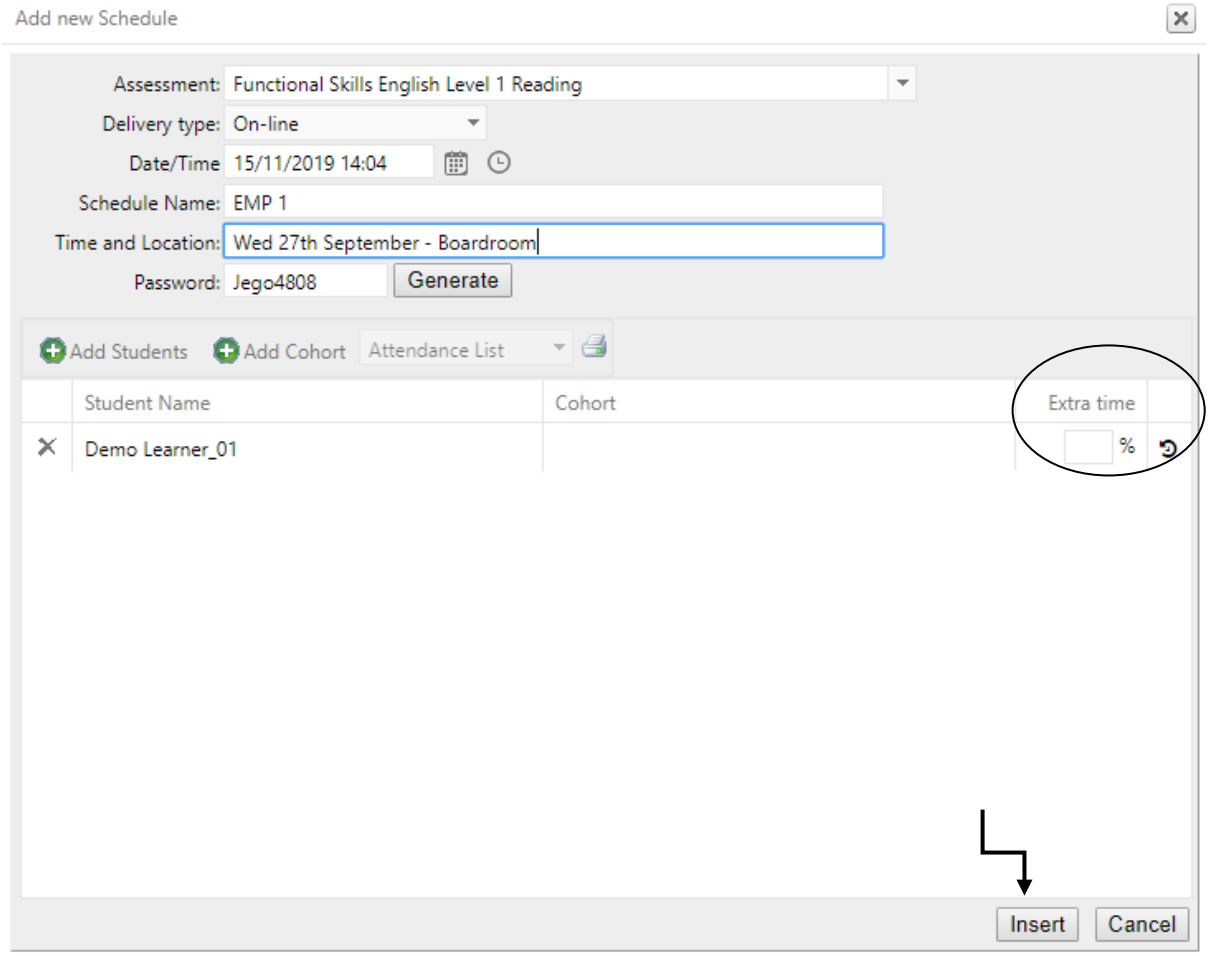
1. Assessment:- Select the assessment from the dropdown
2. Delivery type:- Set to Online for Online Assessments (see section for Offline for any offline schedules) or Paper for any paper-based assessments.
3. Date/Time:- Select the start window time and date from the calendar and time pop-up
4. Schedule Name:- Enter the schedule name (We recommend the name has a connection to the test being taken as this makes the schedule easily identifiable when you are viewing the list of scheduled tests.)
5. Time and Location:- Provide the proposed time and location for the assessment
6. Password:- Auto generated (We strongly recommend that you use the randomly generated password that the system creates for you.)

Once all fields are complete, select **Add Students** 

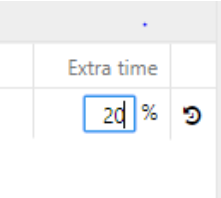
Tick the learners required as part of the schedule and select **<Save>**



Once added, the learners will appear in the list with an ✕ by each name. Select **<Insert>**



If your learner requires a reasonable adjustment of additional time to complete their assessment please manually add upto 20% into the extra time box. This will then be automatically added to the assessment time on their live assessment in XAMS.



Once the Learners have been scheduled, the file will appear in the schedule list. Centres must wait 24 hours, and for the start date, for the tests to become available.

- Edit the Schedule | Delete the Schedule – Note: You cannot delete a schedule once a learner has taken a test.

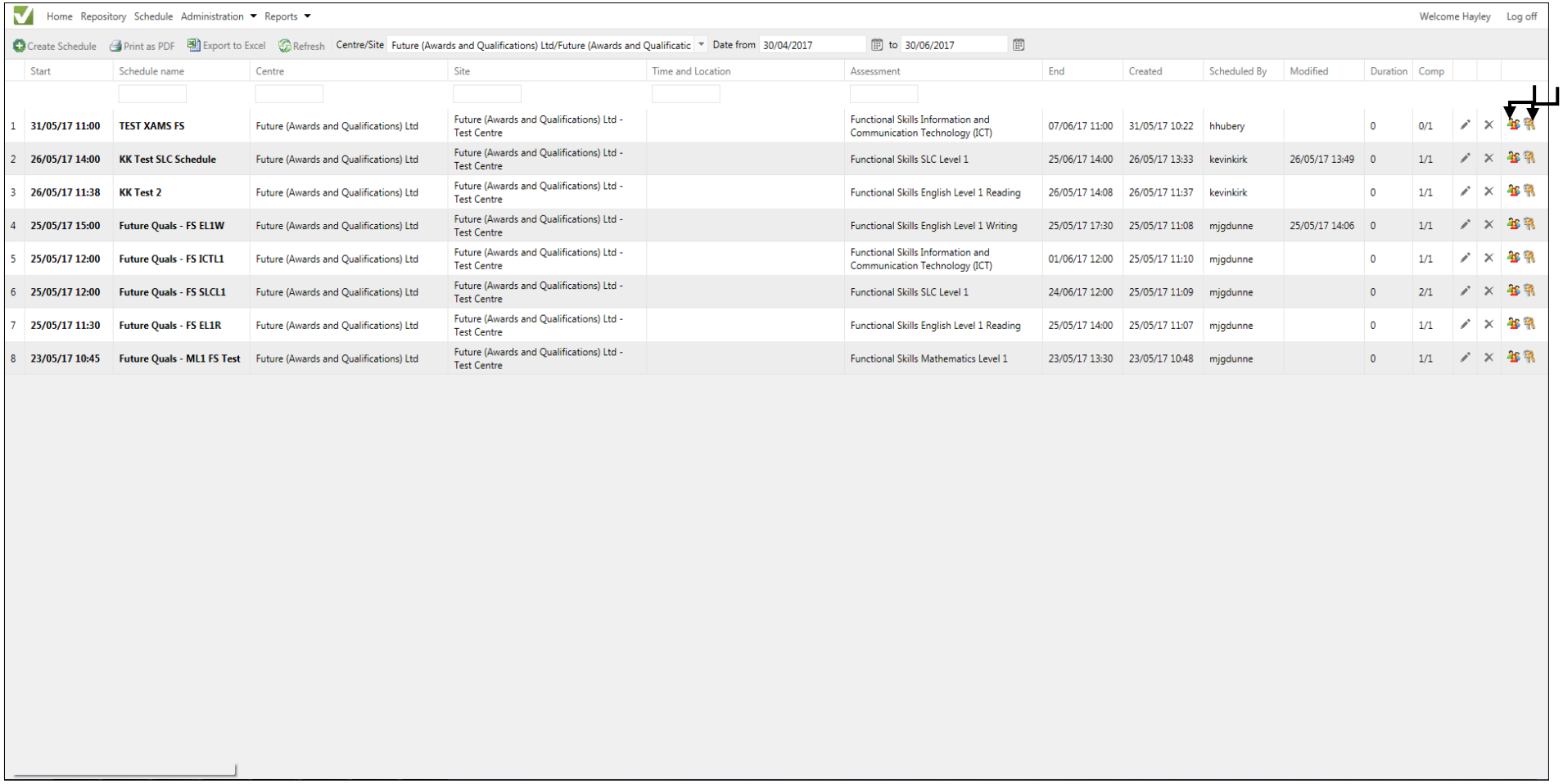
Home Repository Schedule Administration Reports Welcome Hayley Log off

Create Schedule Print as PDF Export to Excel Refresh Centre/Site Future (Awards and Qualifications) Ltd/Future (Awards and Qualificatic Date from 30/04/2017 to 30/06/2017

	Start	Schedule name	Centre	Site	Time and Location	Assessment	End	Created	Scheduled By	Modified	Duration	Comp
1	31/05/17 11:00	TEST XAMS FS	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	07/06/17 11:00	31/05/17 10:22	hhubery		0	0/1
2	26/05/17 14:00	KK Test SLC Schedule	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills SLC Level 1	25/06/17 14:00	26/05/17 13:33	kevinkirk	26/05/17 13:49	0	1/1
3	26/05/17 11:38	KK Test 2	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Reading	26/05/17 14:08	26/05/17 11:37	kevinkirk		0	1/1
4	25/05/17 15:00	Future Quals - FS EL1W	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Writing	25/05/17 17:30	25/05/17 11:08	mjgdunne	25/05/17 14:06	0	1/1
5	25/05/17 12:00	Future Quals - FS ICTL1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	01/06/17 12:00	25/05/17 11:10	mjgdunne		0	1/1
6	25/05/17 12:00	Future Quals - FS SLCL1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills SLC Level 1	24/06/17 12:00	25/05/17 11:09	mjgdunne		0	2/1
7	25/05/17 11:30	Future Quals - FS EL1R	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Reading	25/05/17 14:00	25/05/17 11:07	mjgdunne		0	1/1
8	23/05/17 10:45	Future Quals - ML1 FS Test	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Mathematics Level 1	23/05/17 13:30	23/05/17 10:48	mjgdunne		0	1/1

Preparing for Tests

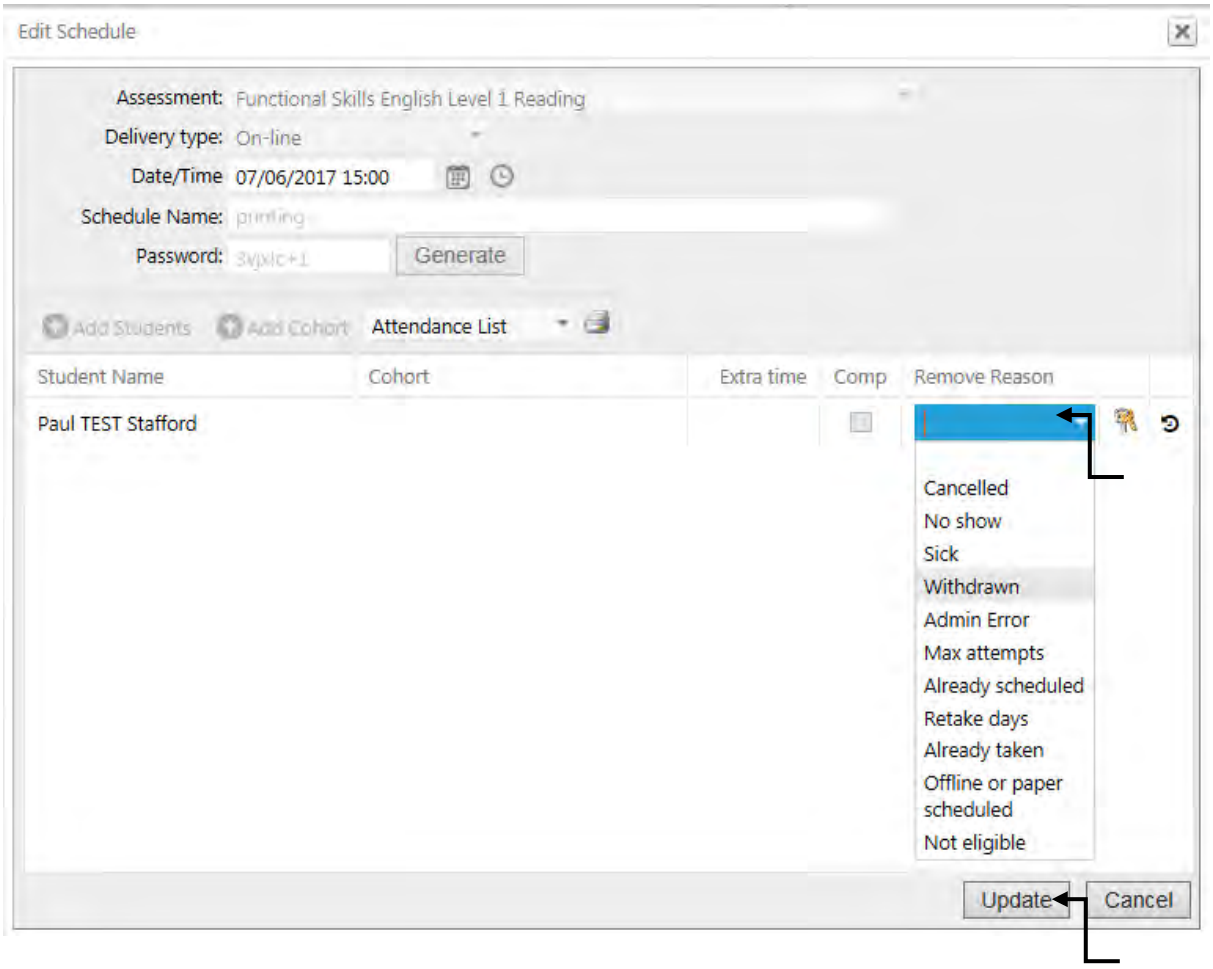
Once the test has been scheduled, at least 24 hours have elapsed, and you have reached the day of the start date, learners are able to access the test. The Invigilator/Exams Officer may print the attendance and login sheets any time after scheduling.



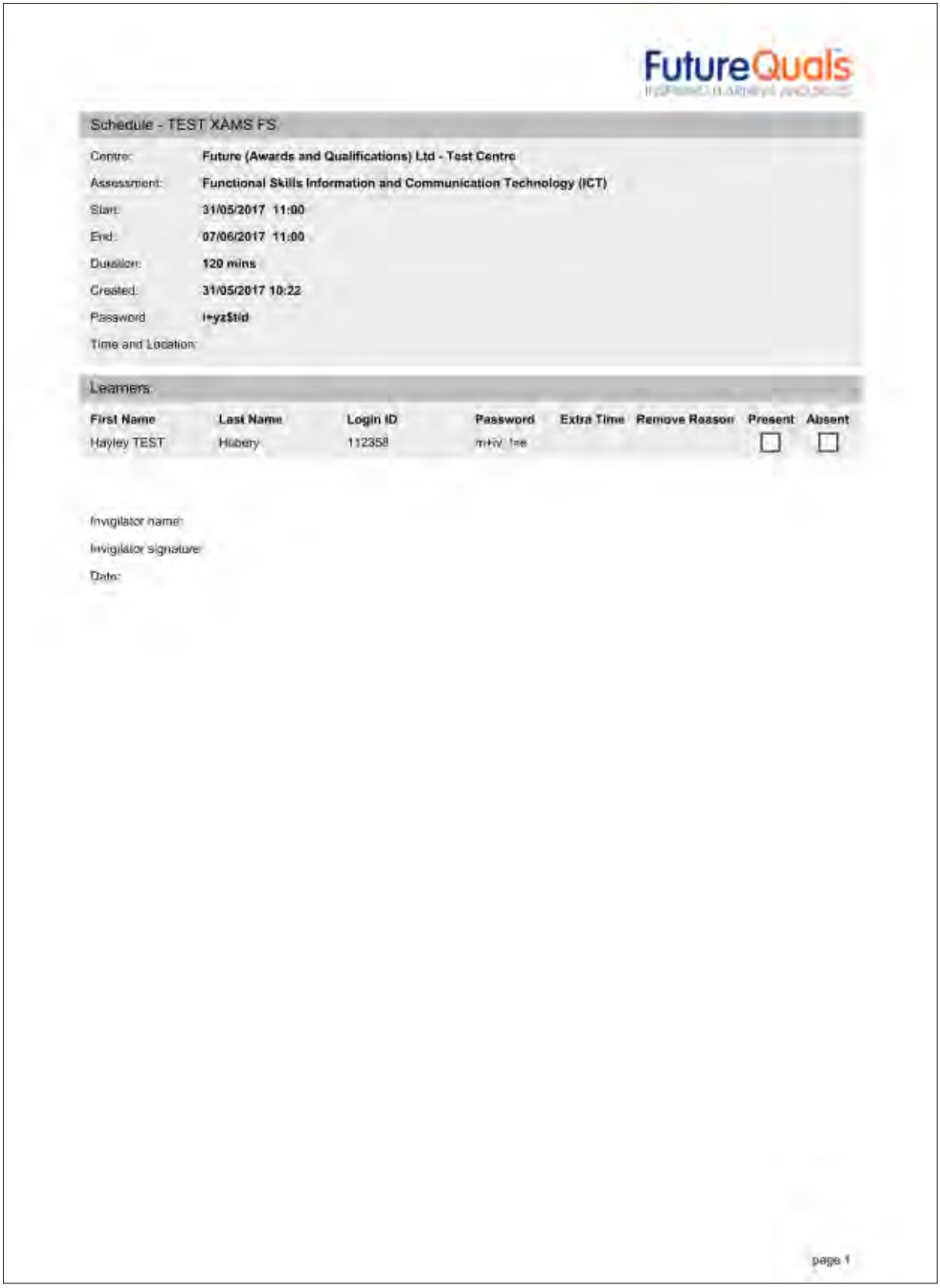
	Start	Schedule name	Centre	Site	Time and Location	Assessment	End	Created	Scheduled By	Modified	Duration	Comp
1	31/05/17 11:00	TEST XAMS FS	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	07/06/17 11:00	31/05/17 10:22	hhubery		0	0/1
2	26/05/17 14:00	KK Test SLC Schedule	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills SLC Level 1	25/06/17 14:00	26/05/17 13:33	kevinkirk	26/05/17 13:49	0	1/1
3	26/05/17 11:38	KK Test 2	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Reading	26/05/17 14:08	26/05/17 11:37	kevinkirk		0	1/1
4	25/05/17 15:00	Future Quals - FS EL1W	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Writing	25/05/17 17:30	25/05/17 11:08	mjgdunne	25/05/17 14:06	0	1/1
5	25/05/17 12:00	Future Quals - FS ICTL1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	01/06/17 12:00	25/05/17 11:10	mjgdunne		0	1/1
6	25/05/17 12:00	Future Quals - FS SLCL1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills SLC Level 1	24/06/17 12:00	25/05/17 11:09	mjgdunne		0	2/1
7	25/05/17 11:30	Future Quals - FS EL1R	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Reading	25/05/17 14:00	25/05/17 11:07	mjgdunne		0	1/1
8	23/05/17 10:45	Future Quals - ML1 FS Test	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Mathematics Level 1	23/05/17 13:30	23/05/17 10:48	mjgdunne		0	1/1

A learner may need to be removed from a schedule, for example, due to an admin error or no show for the test.

Find the relevant schedule and select the **Edit the Schedule** option in the main schedule screen. Each learner listed in the schedule will show under Student Name. Select the Remove Reason dropdown and select one of the options in the list. Once completed select **<Update>**.



In the schedule screen, select to print the **Attendance List**. This is provided to the Invigilator to check attendance on the day. Please Note: There is an additional attendance register that the invigilator will need to complete which confirms learner identity prior to commencement of the test. See Appendix 8 of the Functional Skills Operational Handbook.



FutureQuals

Schedule - TEST XAMS FS

Centre:	Future (Awards and Qualifications) Ltd - Test Centre
Assessment:	Functional Skills Information and Communication Technology (ICT)
Start:	31/05/2017 11:00
End:	07/06/2017 11:00
Duration:	120 mins
Created:	31/05/2017 10:22
Password:	i+yz$tid
Time and Location:	

Learners

First Name	Last Name	Login ID	Password	Extra Time	Remove Reason	Present	Absent
Hayley TEST	Hubery	112358	m+iv; !=e			☐	☐

Invigilator name:

Invigilator signature:

Date:

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Select to print the **Individual Login sheets** (to the right hand side of the attendance register icon). These are given to each learner in order for them to log in to their individual test. This is a secure document and must only be accessed by the named learner.

FutureQuals

Schedule - TEST XAMS FS

Centre:	**Future (Awards and Qualifications) Ltd - Test Centre**
Assessment:	**Functional Skills Information and Communication Technology (ICT)**
Start:	**31/05/2017 11:00**
End:	**07/06/2017 11:00**
Duration:	**120 mins**
Created:	**31/05/2017 10:22**
Password:	**l+yz$tid**
Time and Location:	

Learner

First Name	Last Name	Login ID	Password	Extra Time	Remove Reason
Hayley TEST	Hubery	112358	m+iv_1ne		

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Taking the online Test

Remember to complete the diagnostic checks (Appendix 3) and ensure that pop-ups are enabled on all PCs before a learner begins an assessment.

Before a learner can undertake a Reformed Functional Skills live assessment in English or Mathematics, the centre **must** download and install the "Safe Exam Browser". This browser locks down the computer being used for the assessment, so that learners cannot access any other part of the computer (the internet or Word programme, for example).

Centres must contact the Functional Skills team at FutureQuals to be provided with a link to access and download the Secure Exam Browser.

Accessing the Sample Assessment Materials does not require use of the Secure Exam Browser.

Learner who are undertaking legacy Functional Skills ICT should not use the Secure Exam Browser as the assessment permits access to the internet.

Installing Safe Exam Browser

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

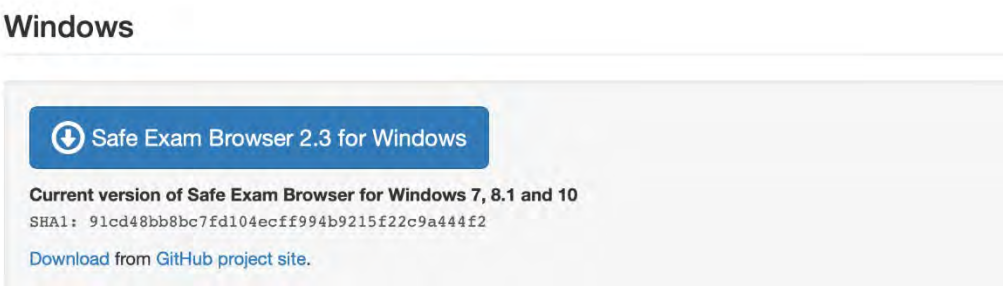
This platform will be required for learners to take their Reformed Functional Skills exams.

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.



macOS

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

Please note: Both Internet Explorer and Microsoft Edge are not supported for this download. Please see the list of supported browsers on Page 2 of the XAMS User Guide V8.

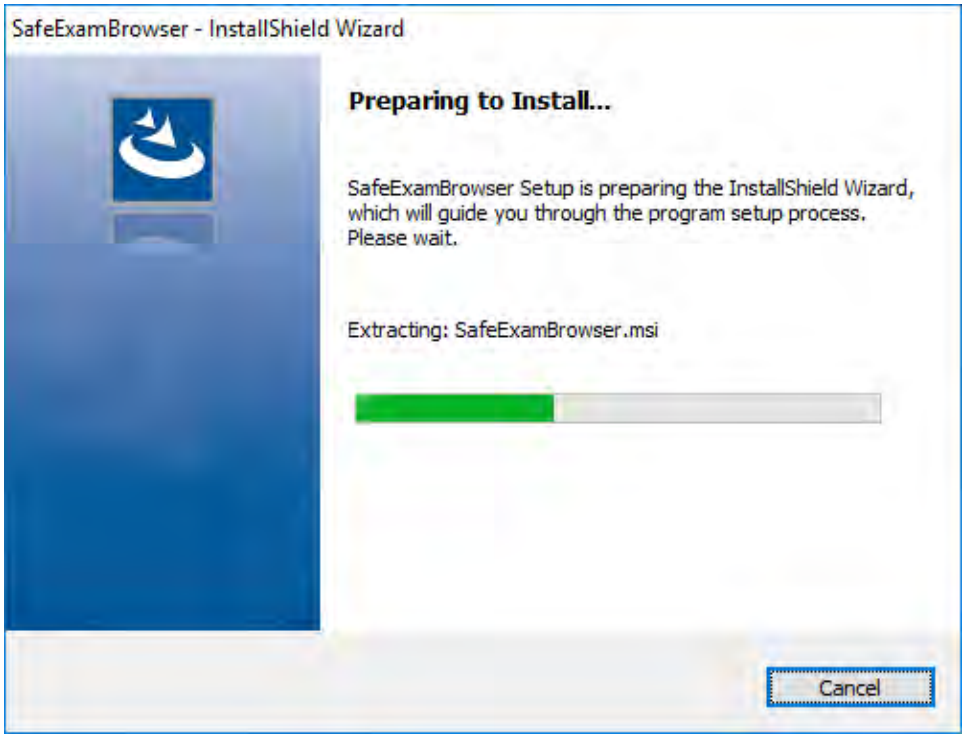
Choose to run the download.

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.

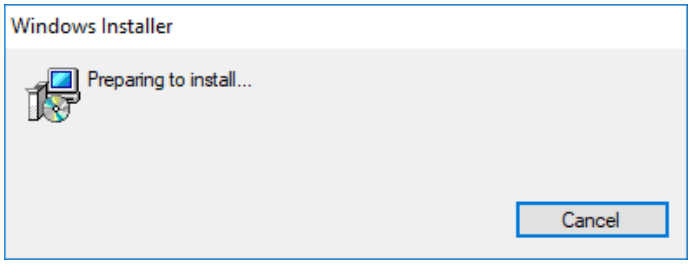
Please note: You may be required to enter an administrative password to complete the installation. Please contact your IT team for further support with this.

The Installation - Windows

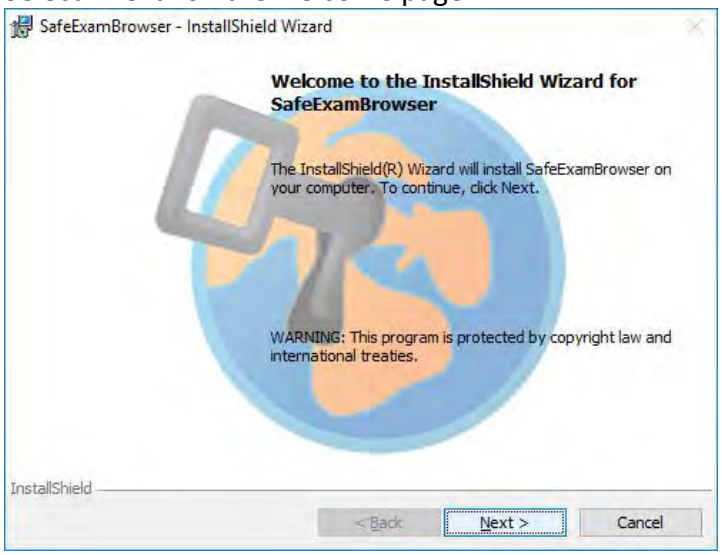
Running the download will start the InstallShieldWizard which confirms Safe Exam Browser is preparing to install…



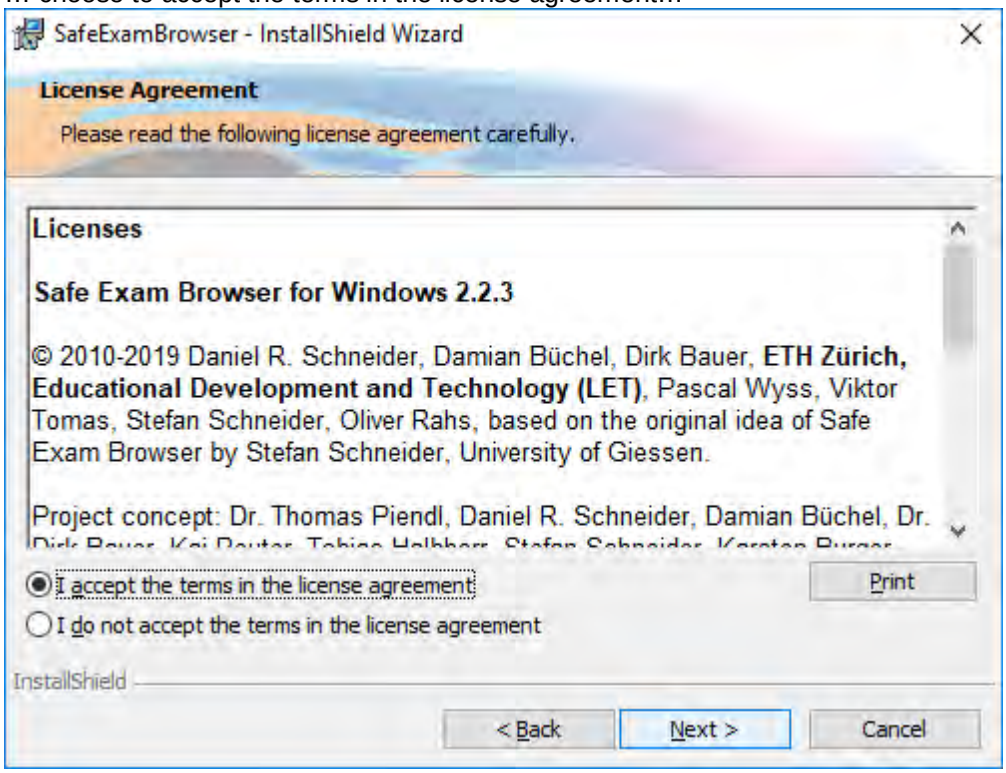
…swiftly followed by the Windows Installer installation.



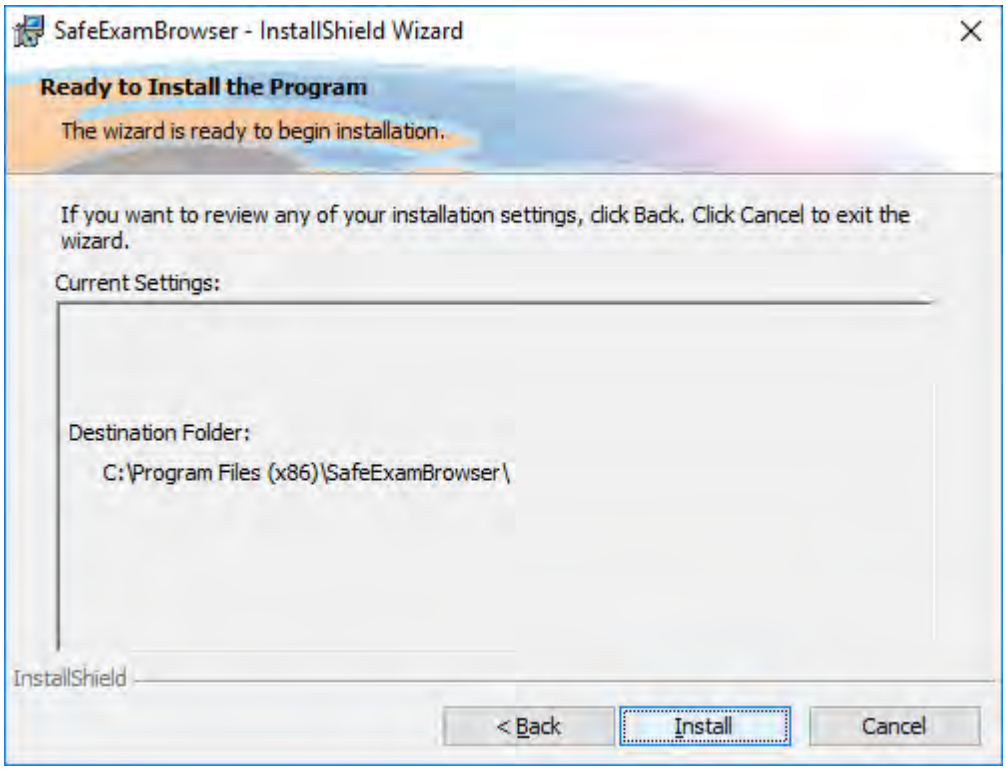
Select "Next" on the welcome page…



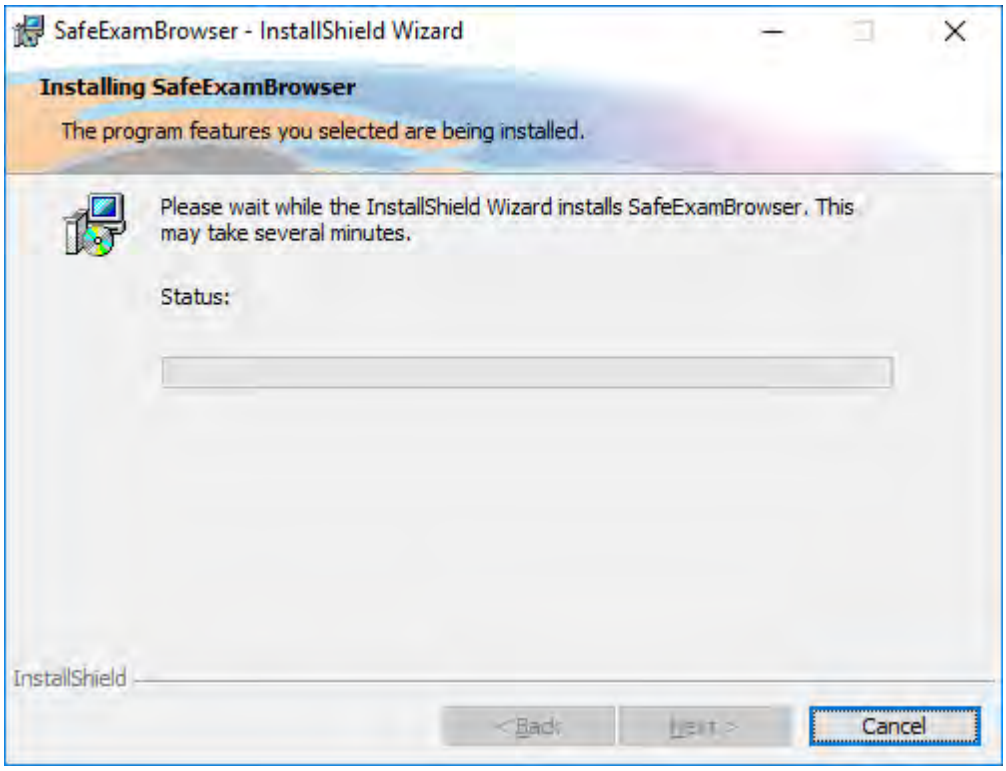
… choose to accept the terms in the license agreement…



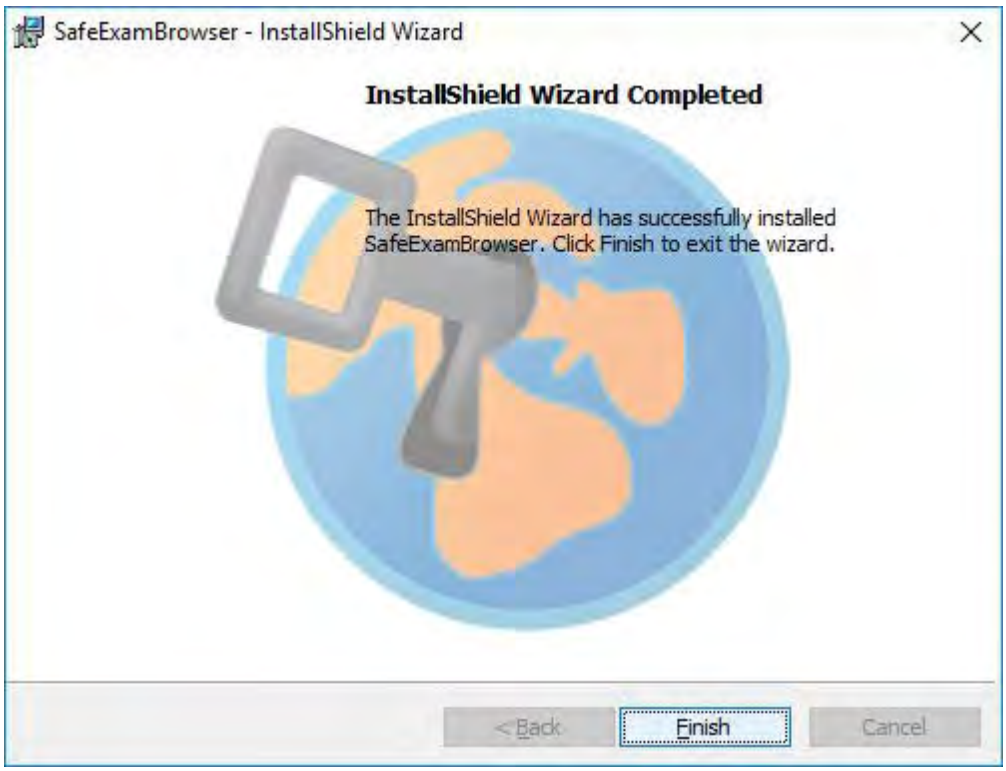
…and select “Install”.



Wait for the installation process to complete.



Select “Finish”. You have now installed Safe Exam Brower.



Upon installing Safe Exam Browser.

Once Safe Exam Browser has been installed on your machine you will need to download the 'FutureQuals RFS Exam Launcher' to sit an exam. This will be emailed to you upon request to our functional skills inbox: functionalskills@futurequals.com

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.

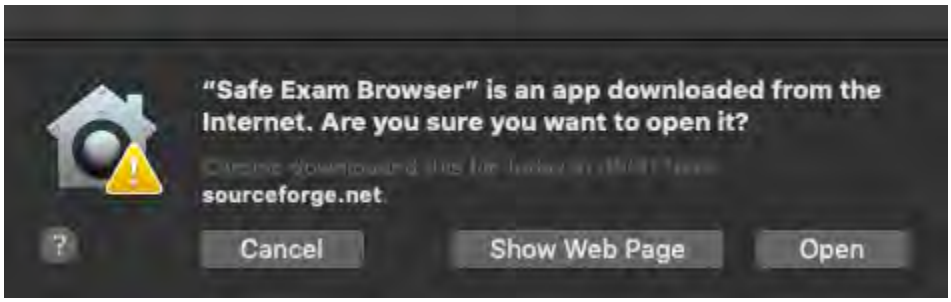
Upon double clicking the icon shown above, Safe Exam Browser will launch and take you directly to the area where your learner will need to log in and sit their exam.

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 'FutureQuals RFS Exam Launcher' to sit an exam. This will be emailed to you upon request to our functional skills inbox: functionalskills@futurequals.com

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.
Once the Secure Exam Browser has launched, the following screen will appear.

A learner's username and password are found on the Individual Log-in Sheet, shown on the previous page of this Handbook.

Once logged in, the following Welcome and Confirmation page will display:

If this is not your name, please contact your invigilator. You are now about to take an assessment: please read the guidance below and click next to continue.

You are under exam conditions even though you are using a computer to answer the test questions.

* You must hand in any **unauthorised material** prior to beginning the test i.e. electrical devices including mobile phones and any food and drink.

* Follow any instructions given to you by the invigilator.

* If you have any problems with this computer during the test, you should speak to the invigilator.

* You may use a **dictionary** or a **calculator** while taking your test only if instructed by the invigilator.

* You must not use any software on this computer while taking your test.

* You may use **paper** provided by the invigilator to write down any rough work that helps you answer the test, but you must hand it in at the end of the test.

* You should attempt all questions.

* Make sure you know how to move between questions and how to answer them before you start the test.

* You may answer the questions in any order and you may change any of the answers before the end of the test.

* If you are not sure of an answer, go to the next question and come back to the one you were not sure about later.

* The time you have available to take this test will be shown on the top right hand side of the screen. When you enter the last 10 minutes of the test, the timer will change colour to warn you that you are running out of time.

* Once you have **completed** the test, click on the **finish** button and make sure you tell the **invigilator** that you have finished and that you would like to leave the room if allowed.

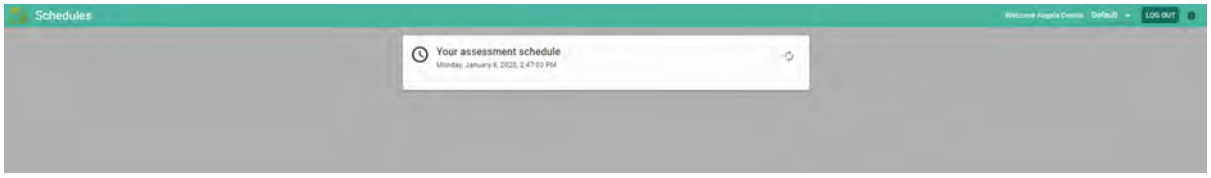
☐ I confirm that my name is Angela Dennis and my registration number is Angela.Dennis

☐ I have read and understood these instructions (please tick to continue)

NEXT →

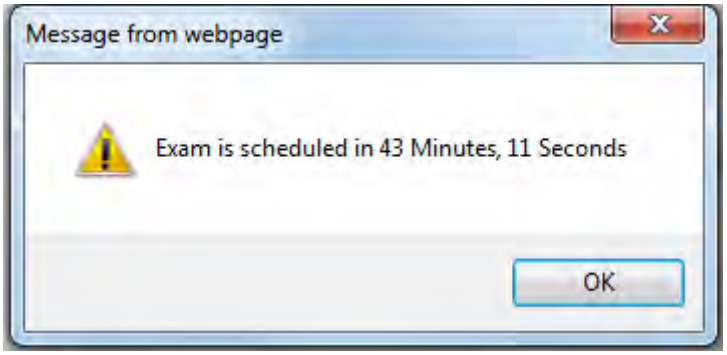
The learner must read the information, confirm their details and that they understand the instructions. They must inform the invigilator of any errors. If all details are correct, tick both boxes and select <**Next**>.

The **Select Assessment** screen will display and the learner will be able to see the assessments they are scheduled to complete.

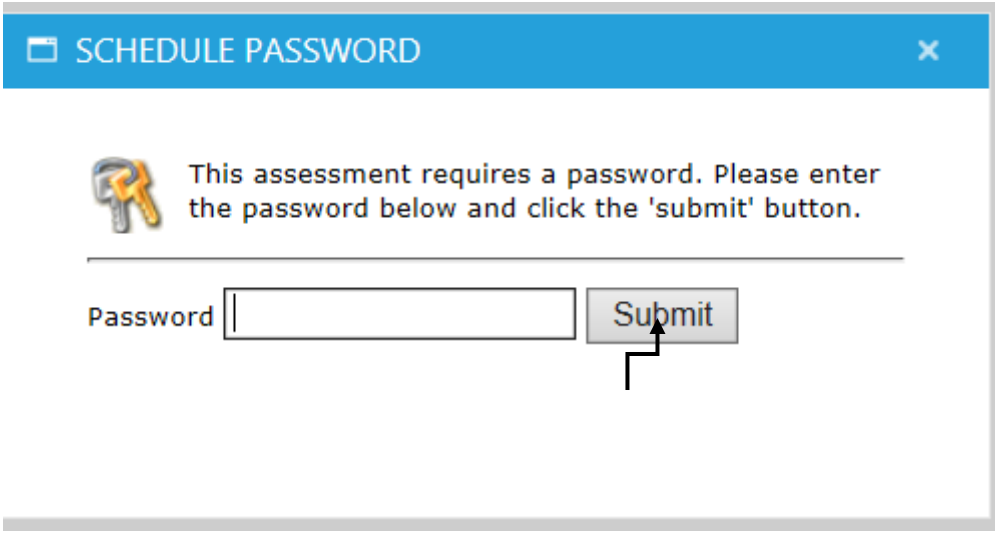


At this point learners will have the opportunity to take a **Practice Assessment** to give them a feel for the assessment environment.

The assessment cannot be taken before the allocated time or the following message will appear.

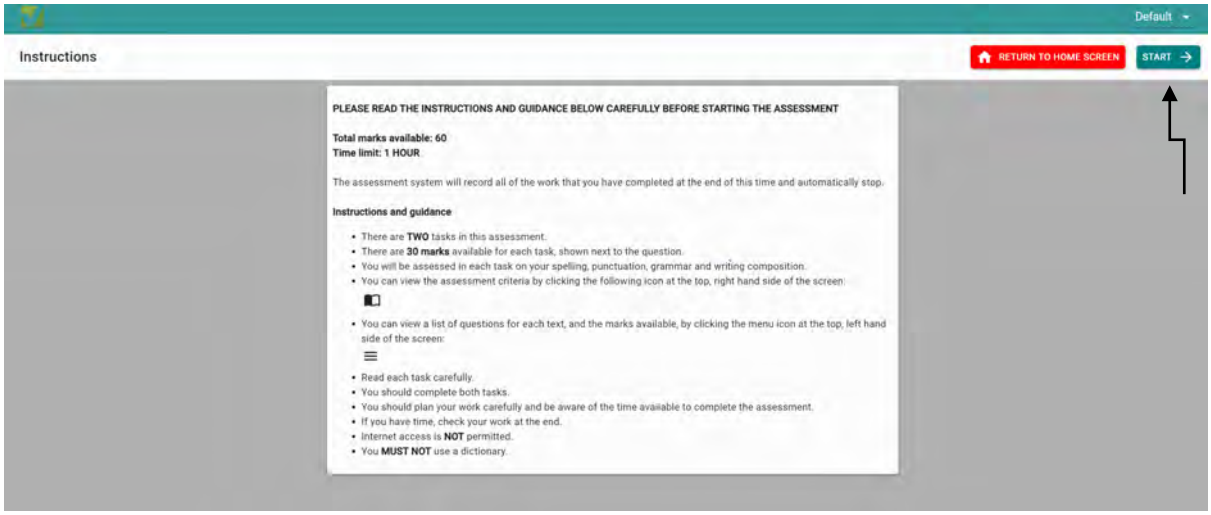


Once ready, the learner will select <**Start**>.



Enter the schedule password for the assessment. This is provided in the schedule section (top box) of the log in sheet and select <**Submit**>

The following screen will display.

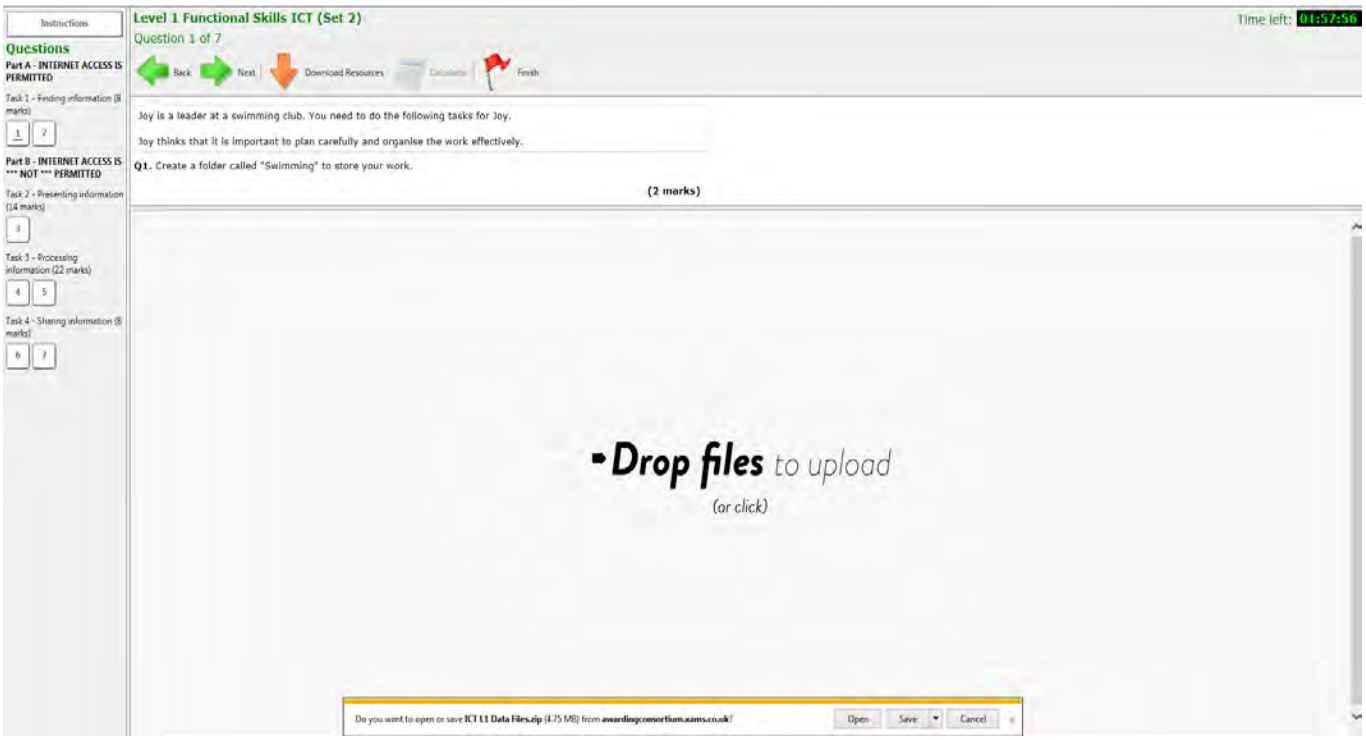


T

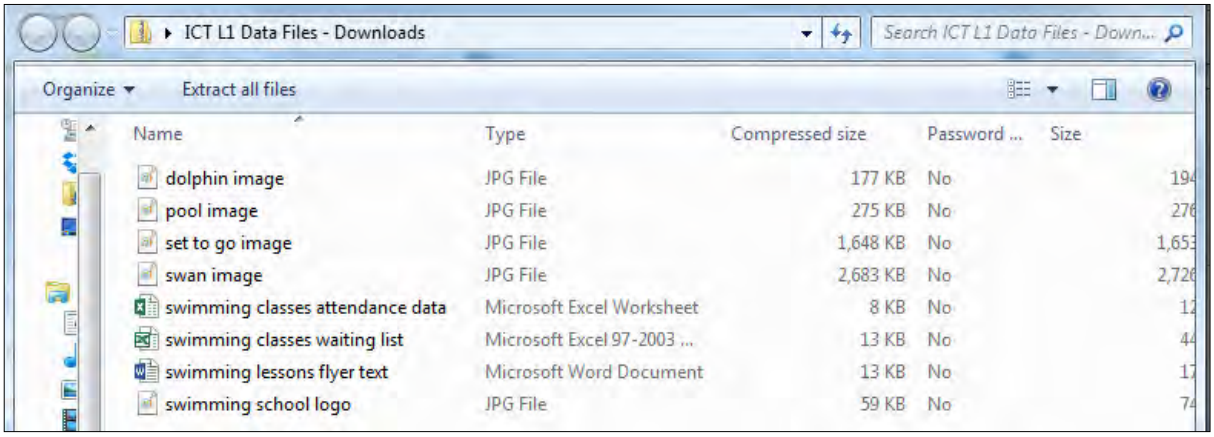
The learner must read the instructions and select <**Start**> when prompted to by the invigilator.

<u>For learners undertaking Functional Skills Qualifications in ICT (at Level 1 and Level 2)</u>

Learners select the **Download Resources** button (if the test requires resources) and save the resources to a folder on the desktop. We would recommend calling it **Downloads** and create another folder called **Uploads** for completed work.

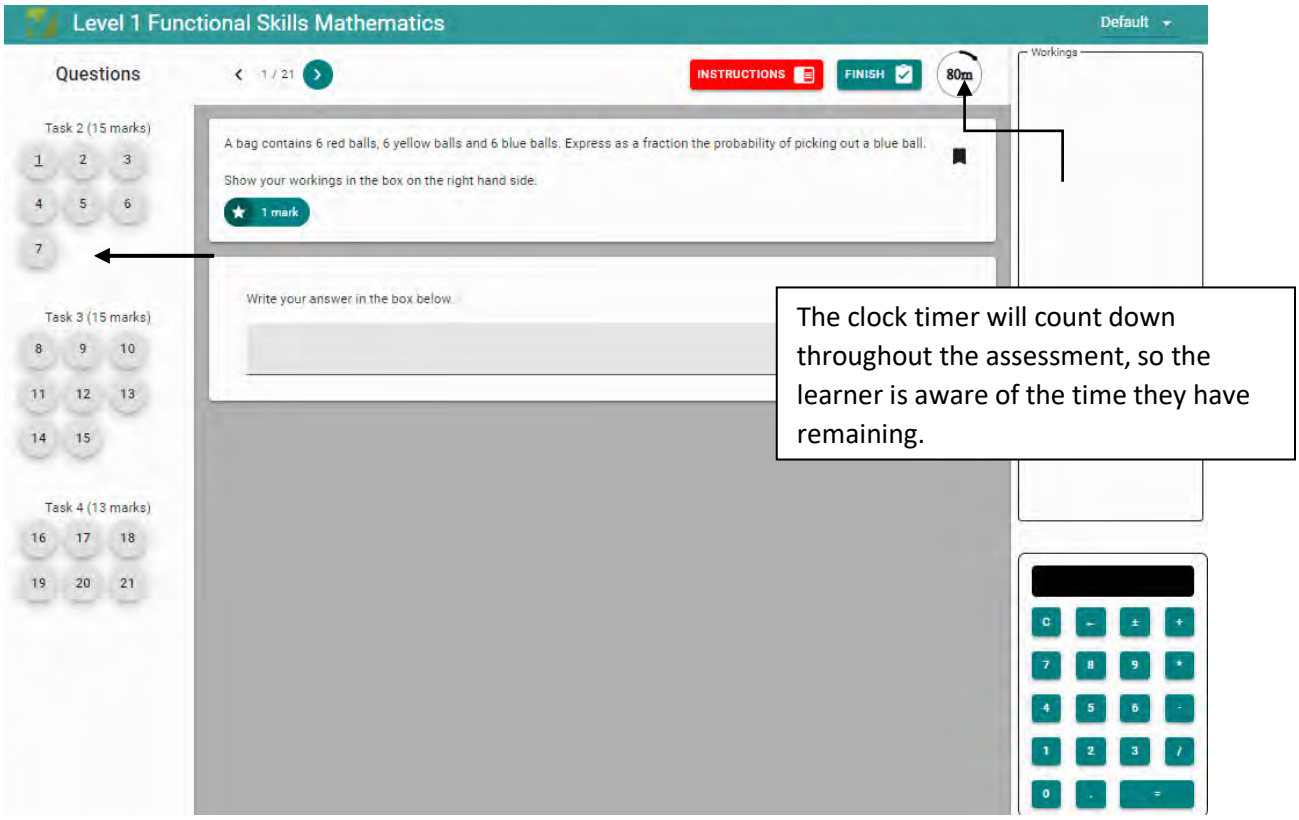


The downloads folder will contain different types of files that each relate to areas of the

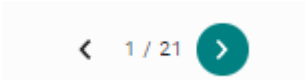


assessment.

For all assessments (English, Mathematics and ICT), the number of questions to complete are displayed on the left-hand column.



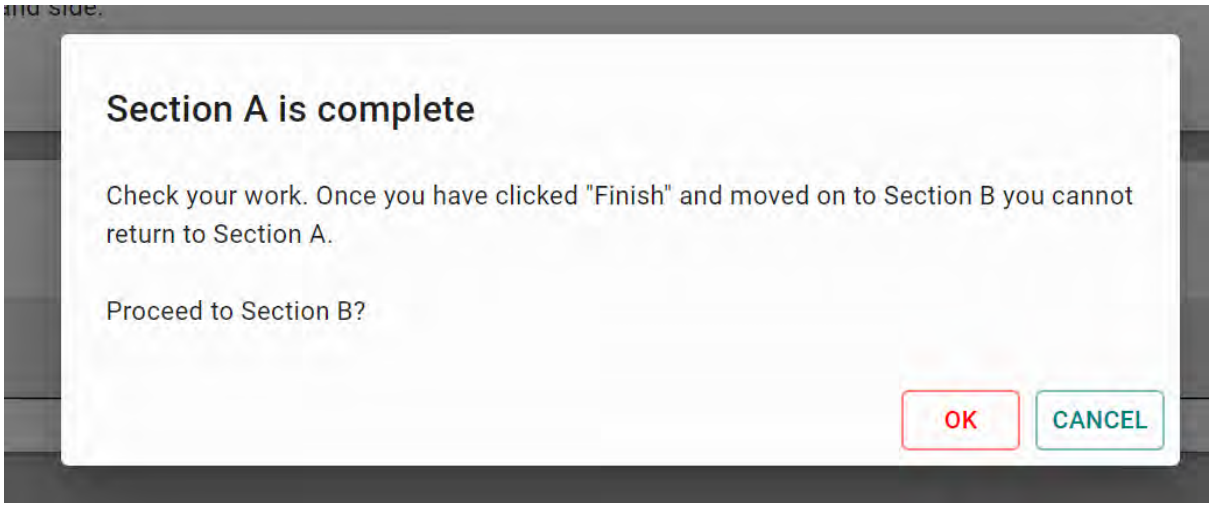
The learner will work through each question, completing as required. The learner should insert their answer (if required) in the answer box located at the bottom of each question. Learners should show their workings in the **Workings** area to the right of the screen as this will also be marked. The **Show Resources** and **Calculator** buttons will only be available if required.

Once a learner has answered a question they click <**Next**> 

or

Learners may go back to any question by selecting <**Back**> or selecting the question number in the left hand panel.

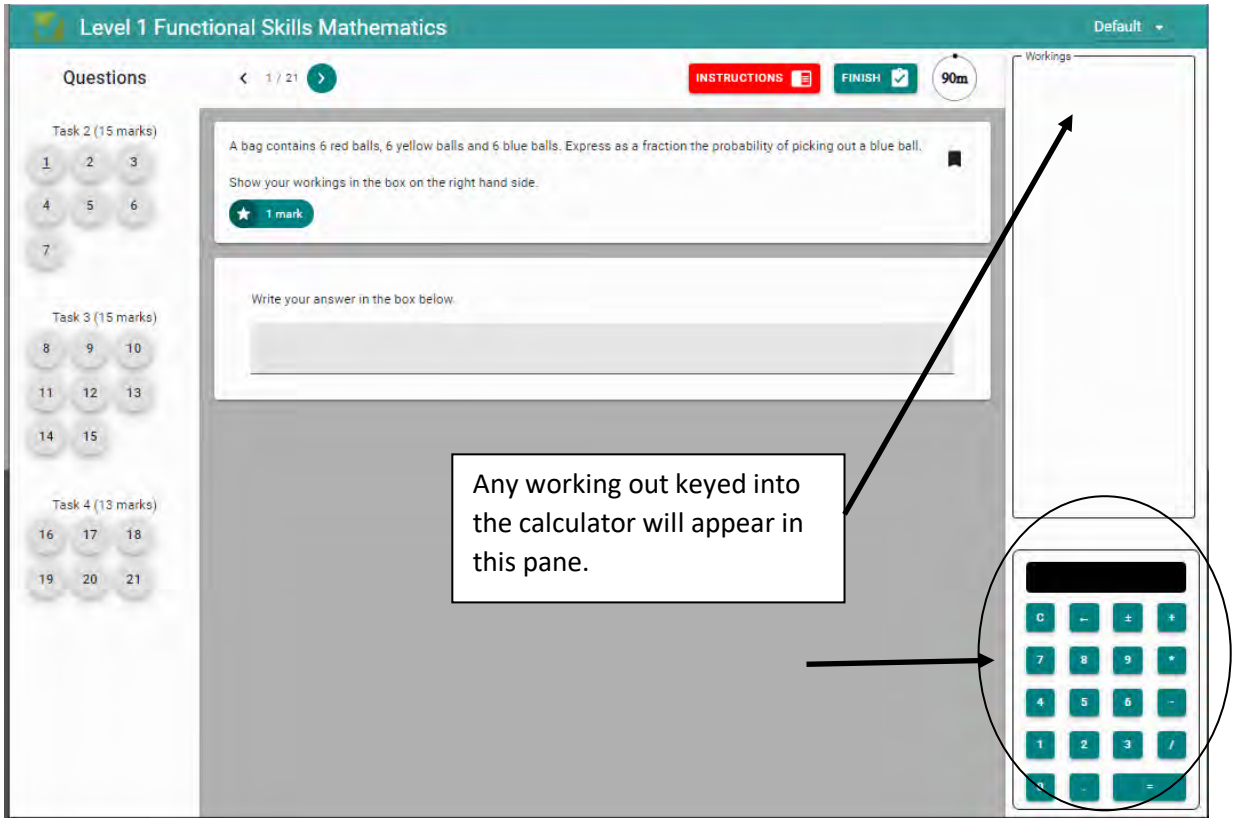
For Reformed Functional Skills Mathematics, Section A of the assessment is a non-calculator section. The online calculator is disabled until a learner completed Section and and confirms they are ready to move onto Section B (the calculator section). Once a learner has clicked “ok” in the below screen, Section A will be marked as complete and the learner will not be able to go back to Section A again. Learners should be encouraged to check their work in Section A before moving onto Section B.



Example of Mathematics – with workings out and calculator option.

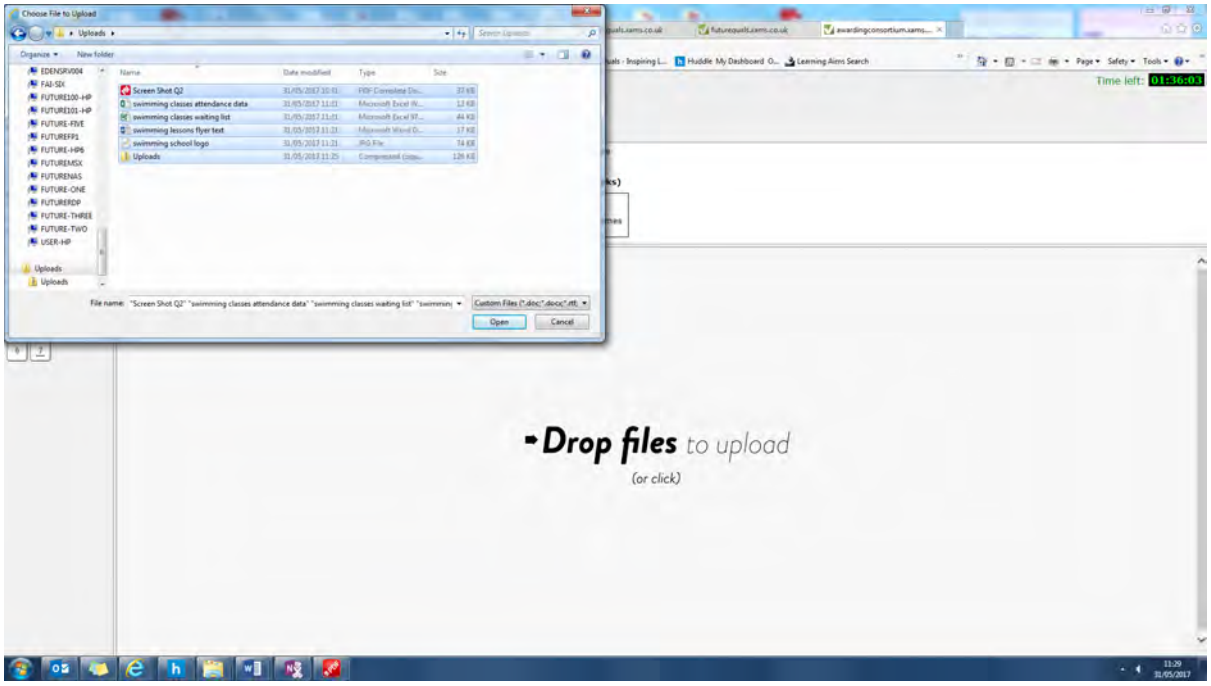
The onscreen calculator will automatically appear once a learner has accessed the calculator (Section B) part of the assessment. Any calculations entered will appear in the workings screen.

A calculator will not be displayed during the non-calculator part (Section A). Learners must not use a manual calculator during this section either.

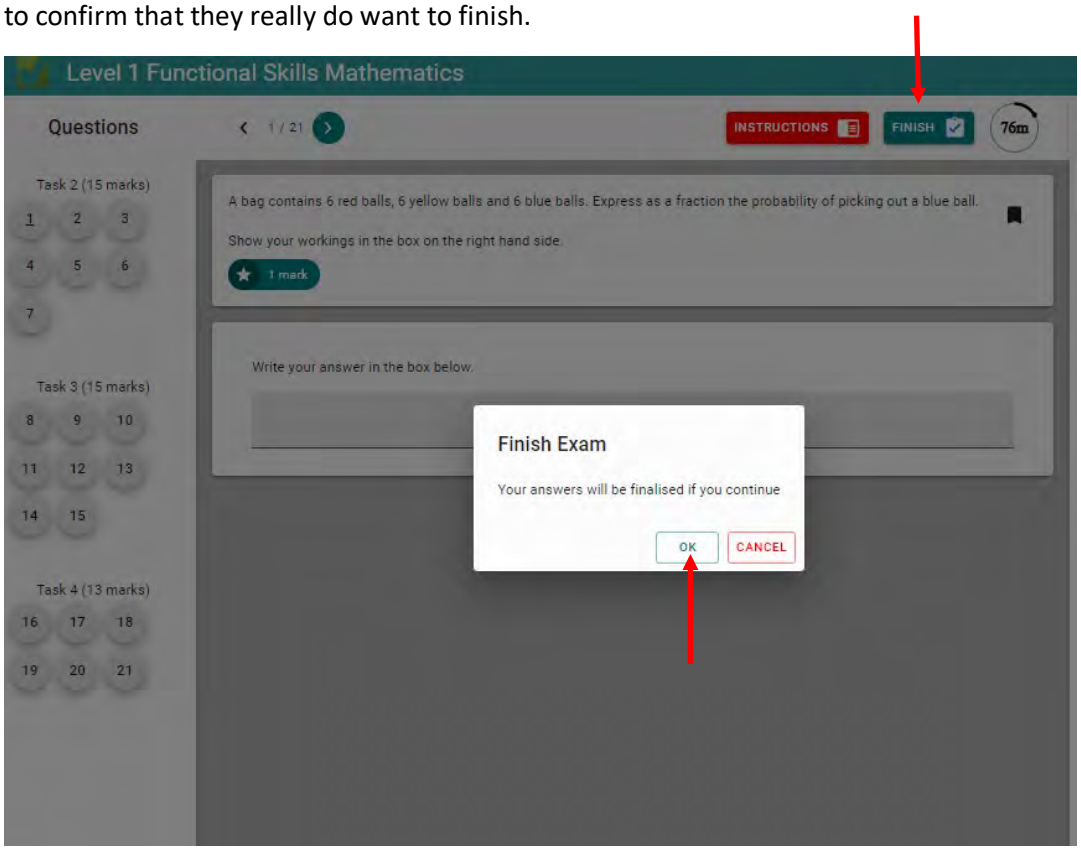


For learners undertaking Functional Skills Qualifications in ICT (at Level 1 and Level 2)

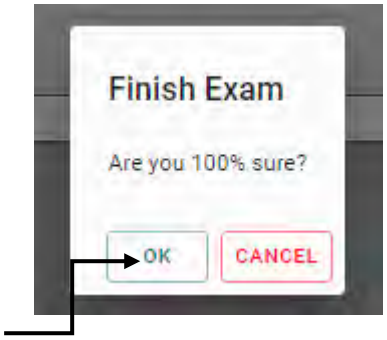
To upload completed ICT assessments, the learner will click in the area of the screen that displays – **Drop files to upload (or click).** Find the uploads folder on the computer and upload individually by highlighting all files and clicking open or created a zipped folder containing all files. Evidence can be uploaded at each question or at the end of the test.



Once the assessment is completed the learner will select <**Finish**> at which point they will be asked to confirm that they really do want to finish.

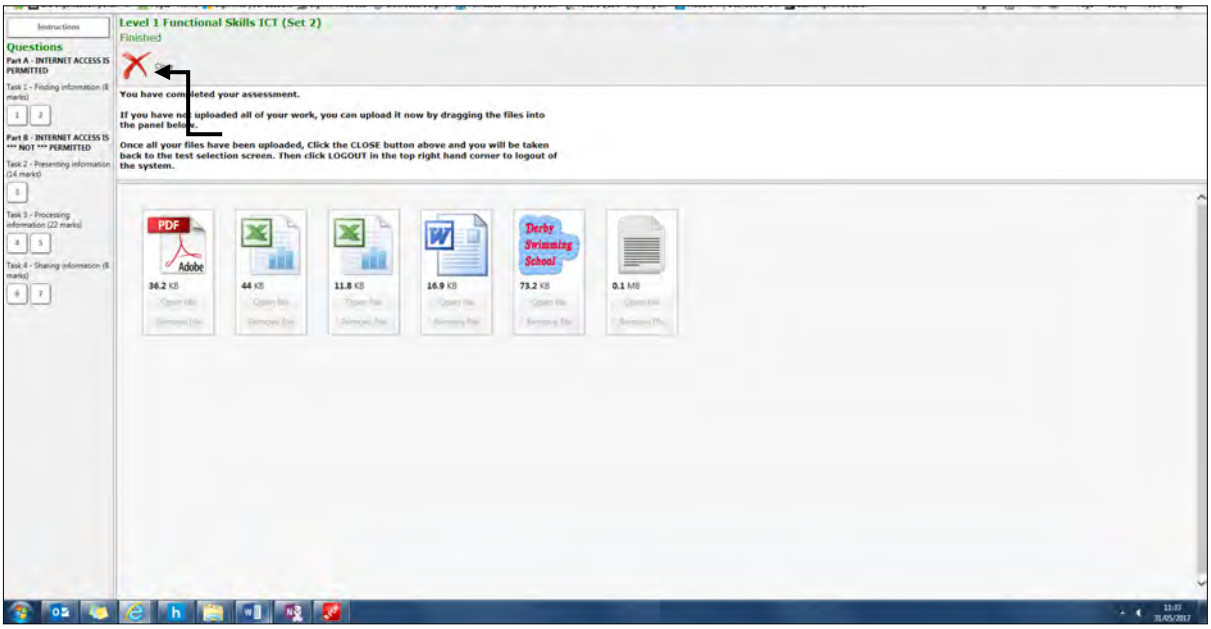


Once the learner has confirmed they will not be able to resume the test or answer any more questions, they will select <**OK**> to confirm that the assessment is finished.

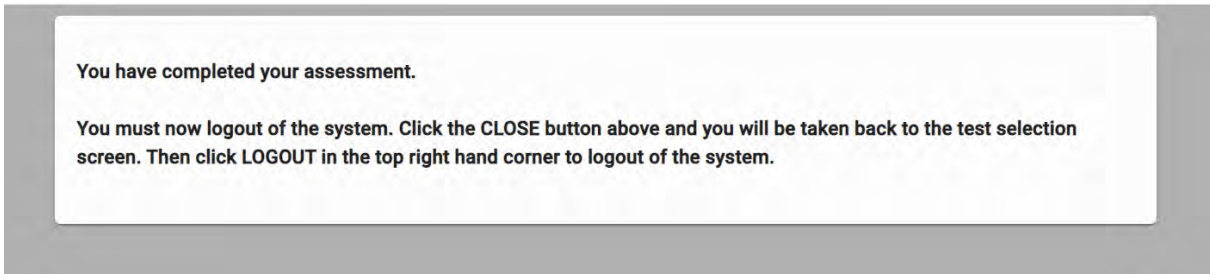


<u>For learners undertaking Functional Skills Qualifications in ICT (at Level 1 and Level 2)</u>

At this point learners will be presented with a final opportunity to check or upload their completed files.



When the learner has uploaded any files required they should click the Close button. The learner will then be directed to the **Select Assessment** page, where the test will show as finished. The learner must now select **Log off**.

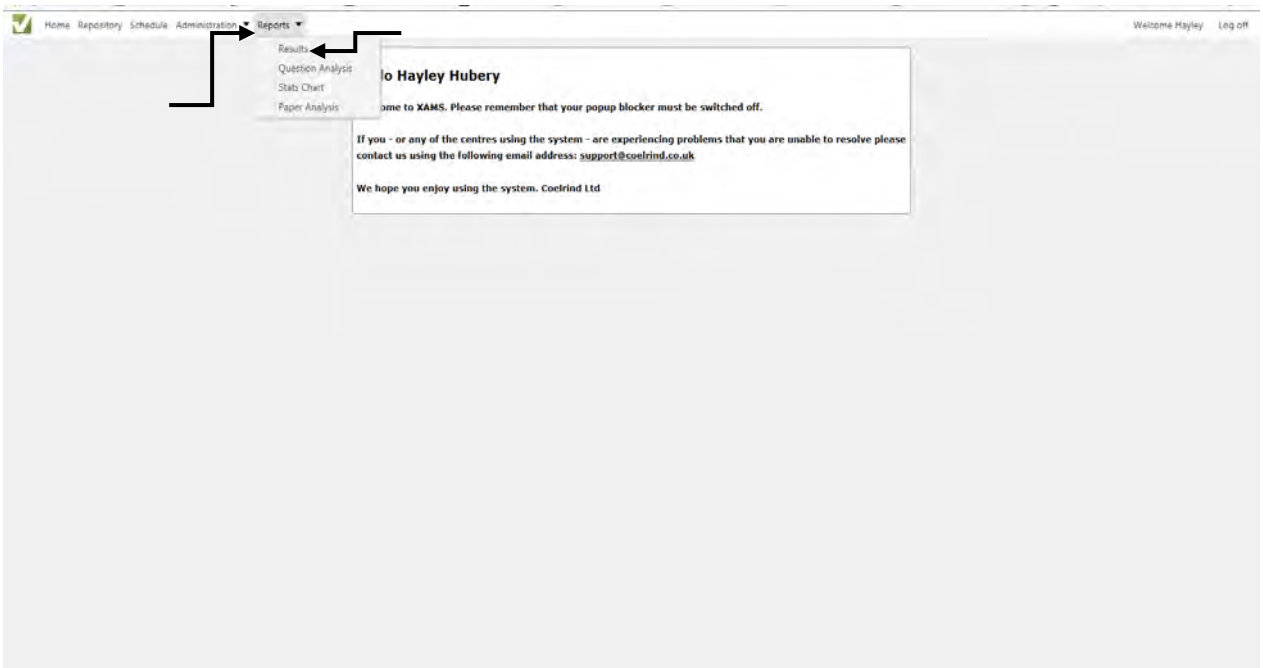


Accessing results in XAMS

Once an assessment has been completed by a learner it will be marked by the AO marking team.

Results for online assessments will be available within 16 working days from the date the assessment was taken, and within 27 working days for paper-based assessments.

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



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

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

The assessments taken on today's date will automatically appear.

You may filter to past assessments by selecting the dates from the **<Date from>** selector. To set the options back to default select <**Refresh**>.

From within this screen you are able to print <**All results>** to view results for all learners. This will generate a report in PDF,` or <**Export to Excel**> to send all to an excel sheet.

Submitted	Centre	Site	Schedule name	Assessment	Last Name	First Names	Learner ID	Time Taken	Score	Percent	Result	Type
06/01/2020 14:00	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Admin Test - Online Assessment	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:00:10	2/8	25%	Fail	Online
06/01/2020 13:55	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Admin Test - Controlled Task Assessment	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:00:00	0/1	49%	Fail	Online
16/12/2019 11:17	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Writing Level 2 (FSWO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:55:37	47/60	78%	Pass*	Online
17/12/2019 10:08	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Writing Level 2 (FSWO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:37:20	49/60	81%	Pass*	Online
17/12/2019 09:04	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Writing Level 2 (FSWO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:27:10	44/60	73%	Pass*	Online
18/12/2019 08:07	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Reading Level 2 (FSRO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:35:26	25/30	83%	Pass*	Online
19/12/2019 12:40	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Reading Level 2 (FSRO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:31:43	27/30	90%	Pass*	Online
19/12/2019 10:51	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Reading Level 2 (FSRO204)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	0:55:06	22/30	73%	Pass*	Online
01/12/2019 12:37	XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	Level 2 Functional Skills ICT (Set 5)	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXX	1:53:49	59/70	84%	Achieved	Online

Shows how long the assessment took to complete

Shows the learner's mark

Shows the learner's %

Shows the learner's result

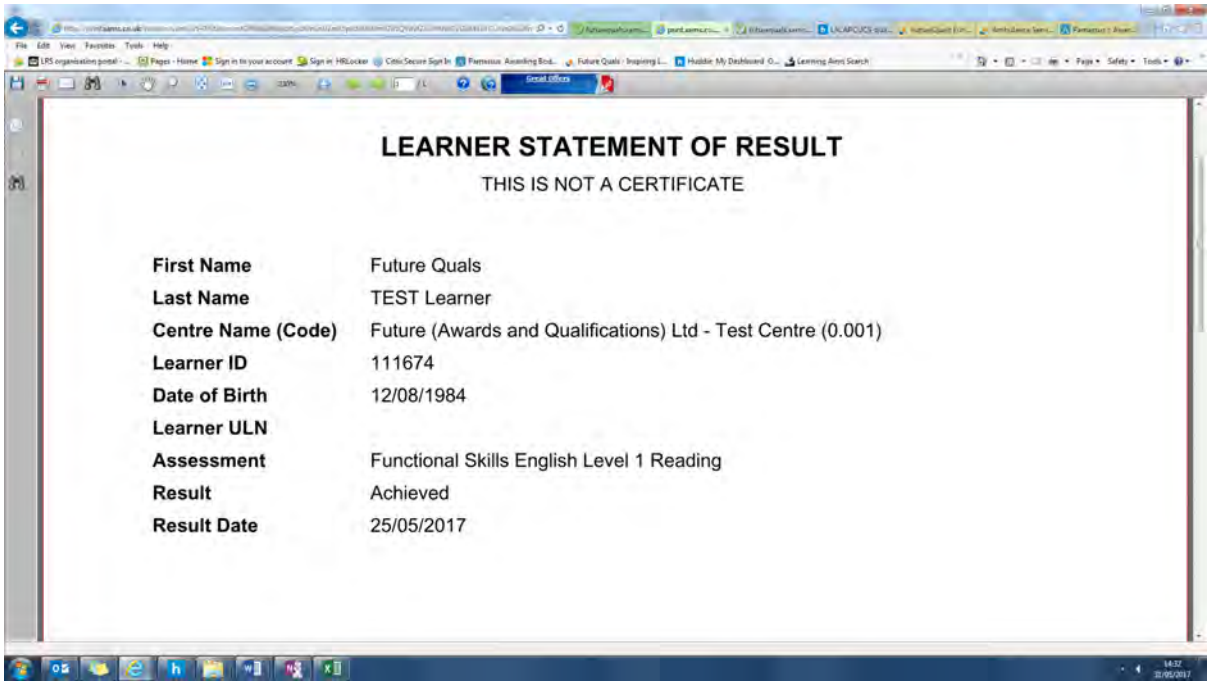
Pass / Fail for RFSQ English and Mathematics

OR

Achieved / Not Achieved for FSQ ICT

Individual Learner Results

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



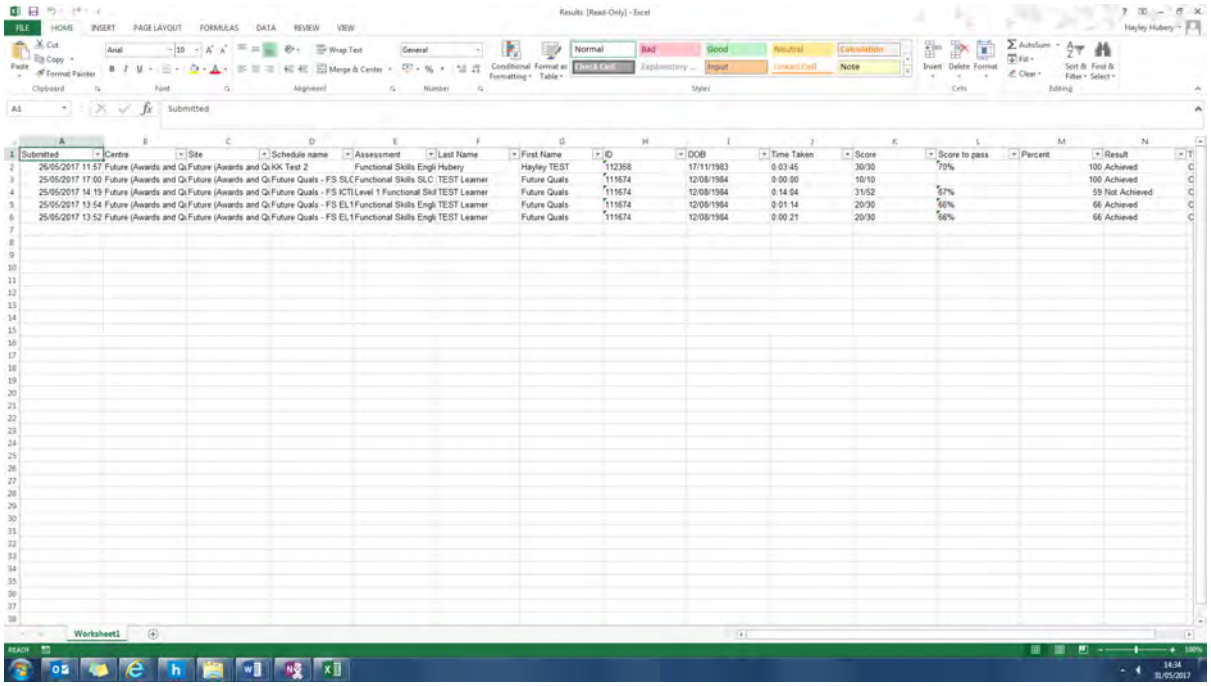
LEARNER STATEMENT OF RESULT

THIS IS NOT A CERTIFICATE

First Name	Future Quals
Last Name	TEST Learner
Centre Name (Code)	Future (Awards and Qualifications) Ltd - Test Centre (0.001)
Learner ID	111674
Date of Birth	12/08/1984
Learner ULN	
Assessment	Functional Skills English Level 1 Reading
Result	Achieved
Result Date	25/05/2017

Multiple Learner Results

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



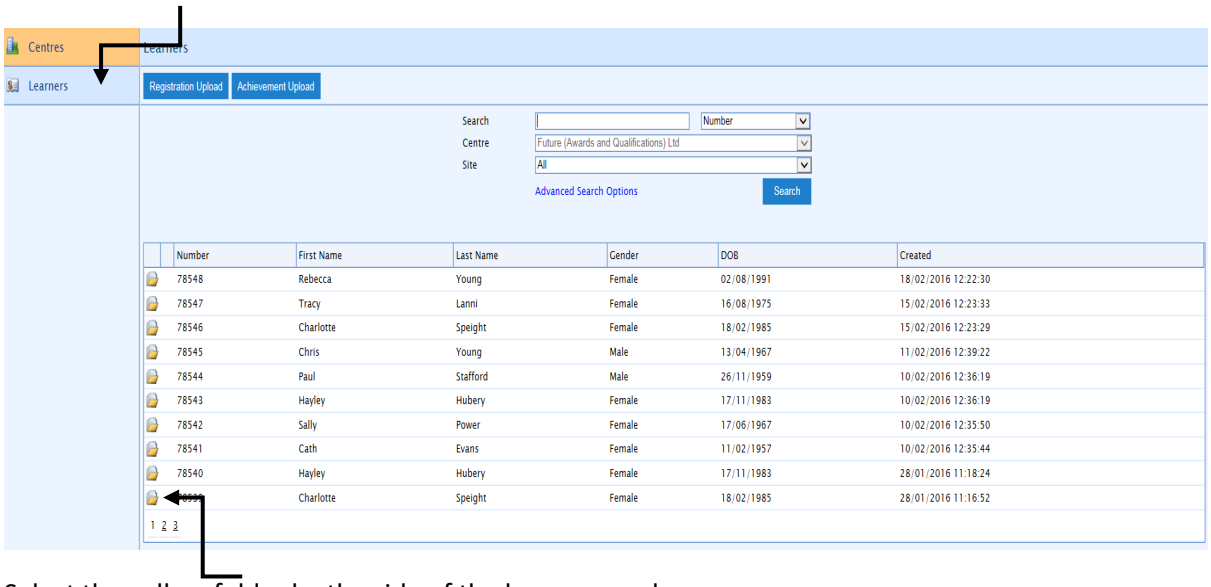
Submitted	Centre	Site	Schedule name	Assessment	Last Name	First Name	ID	DOB	Time Taken	Score	Score to pass	Percent	Result	T
26/05/2017 11:57	Future (Awards and Qu	Future (Awards and Qu	KK Test 2	Functional Skills Engli	Hubery	Hayley TEST	112358	17/11/1983	0:03:45	30/30	70%	100	Achieved	C
25/05/2017 17:00	Future (Awards and Qu	Future (Awards and Qu	Future Quals - FS SLC	Functional Skills SLC	TEST Learner	Future Quals	111674	12/08/1984	0:00:00	10/10		100	Achieved	C
25/05/2017 14:19	Future (Awards and Qu	Future (Awards and Qu	Future Quals - FS ICT	Level 1 Functional Skil	TEST Learner	Future Quals	111674	12/08/1984	0:14:04	31/52	67%	59	Not Achieved	C
25/05/2017 13:54	Future (Awards and Qu	Future (Awards and Qu	Future Quals - FS EL1	Functional Skills Engli	TEST Learner	Future Quals	111674	12/08/1984	0:01:14	20/30	66%	66	Achieved	C
25/05/2017 13:52	Future (Awards and Qu	Future (Awards and Qu	Future Quals - FS EL1	Functional Skills Engli	TEST Learner	Future Quals	111674	12/08/1984	0:00:21	20/30	66%	66	Achieved	C

Accessing results in QMIS

The result of Pass/Fail or Achieved/Not Achieved depending on the qualification the learner has sat, will be automatically transferred to QMIS. This will be available in QMIS within 16 working days for online assessments and 27 working days for paper-based assessments.

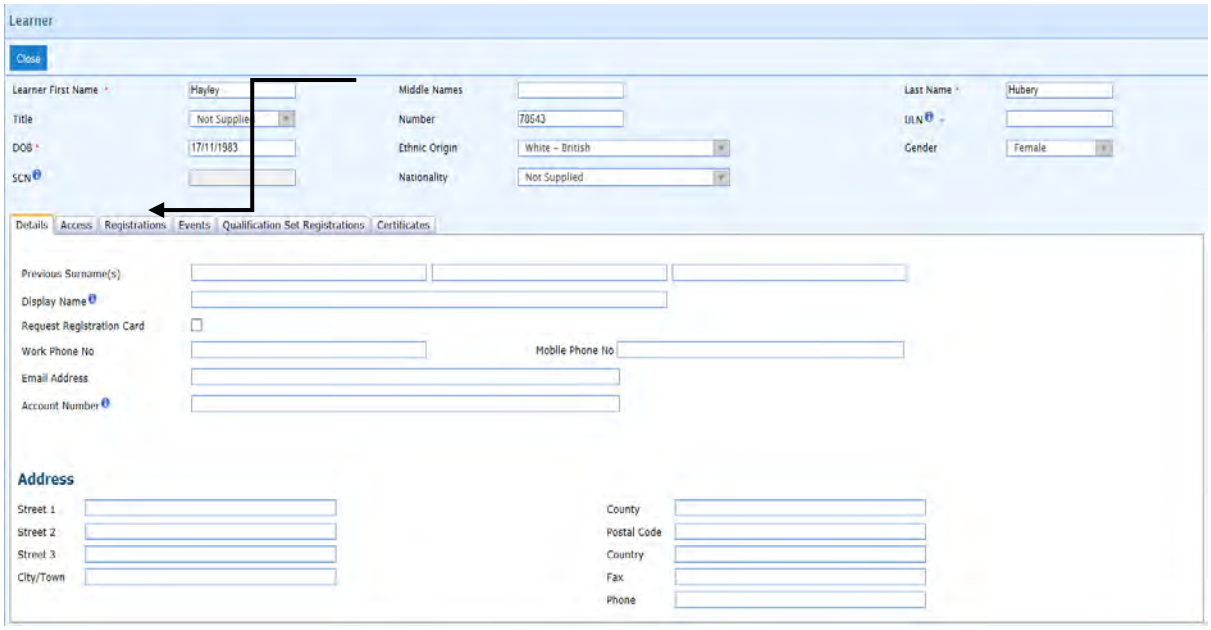
You may check the status of a learner by logging into QMIS (See page 3 for logging into QMIS).

Select **<Learners>**



Select the yellow folder by the side of the learner number.

In the learner's profile select **<Registrations>**

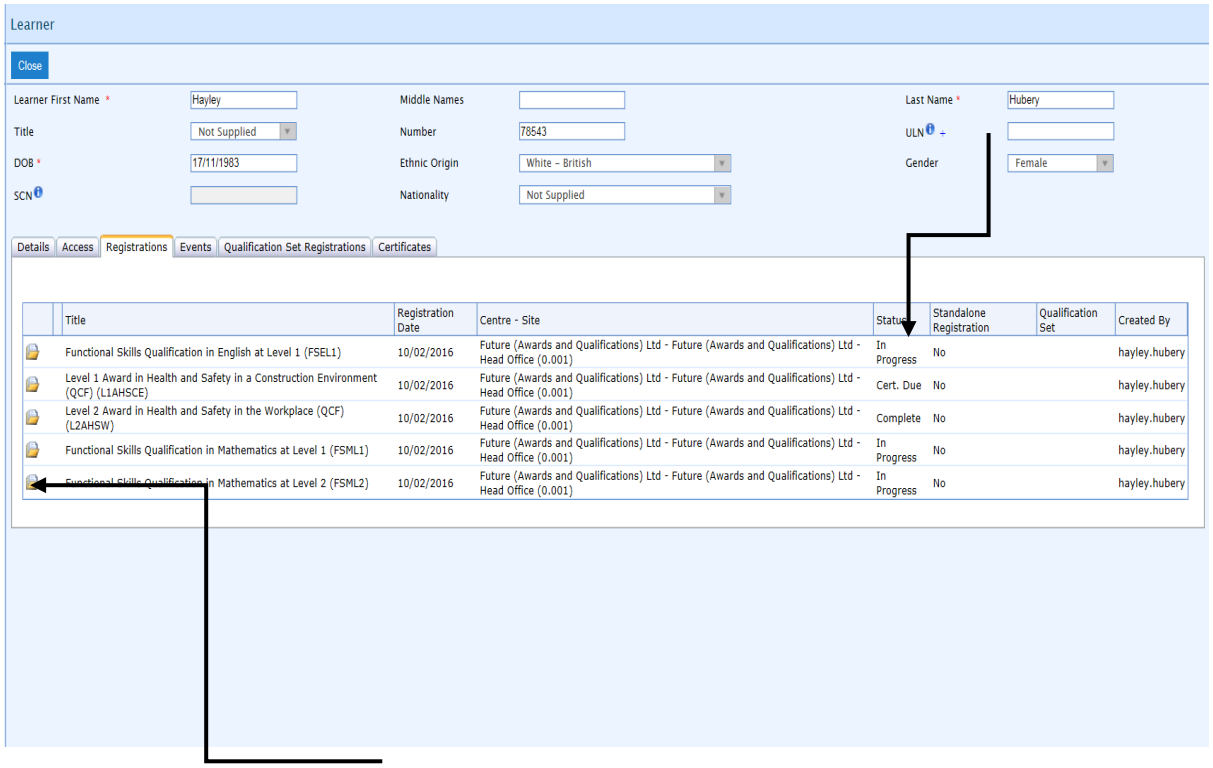


The status of the Qualification will display as:

In Progress – Awaiting completion/Grade upload

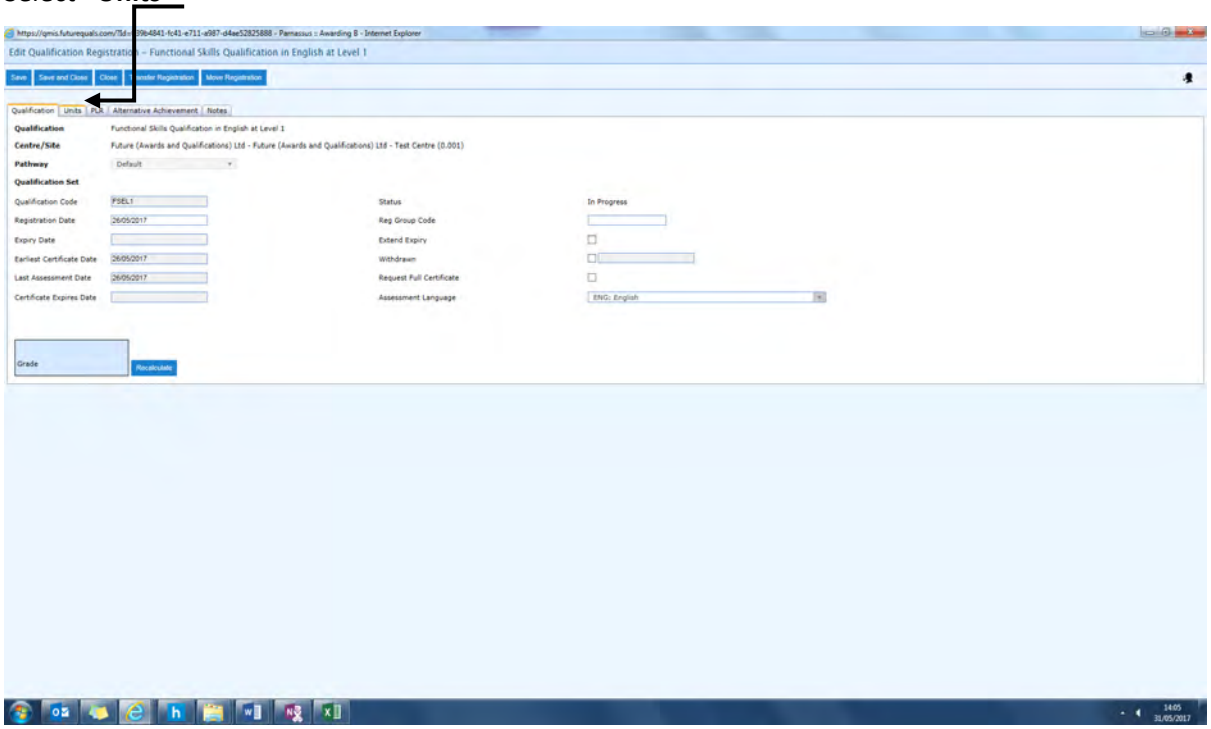
Cert Due – Certificate to be printed

Complete – Certificate issued



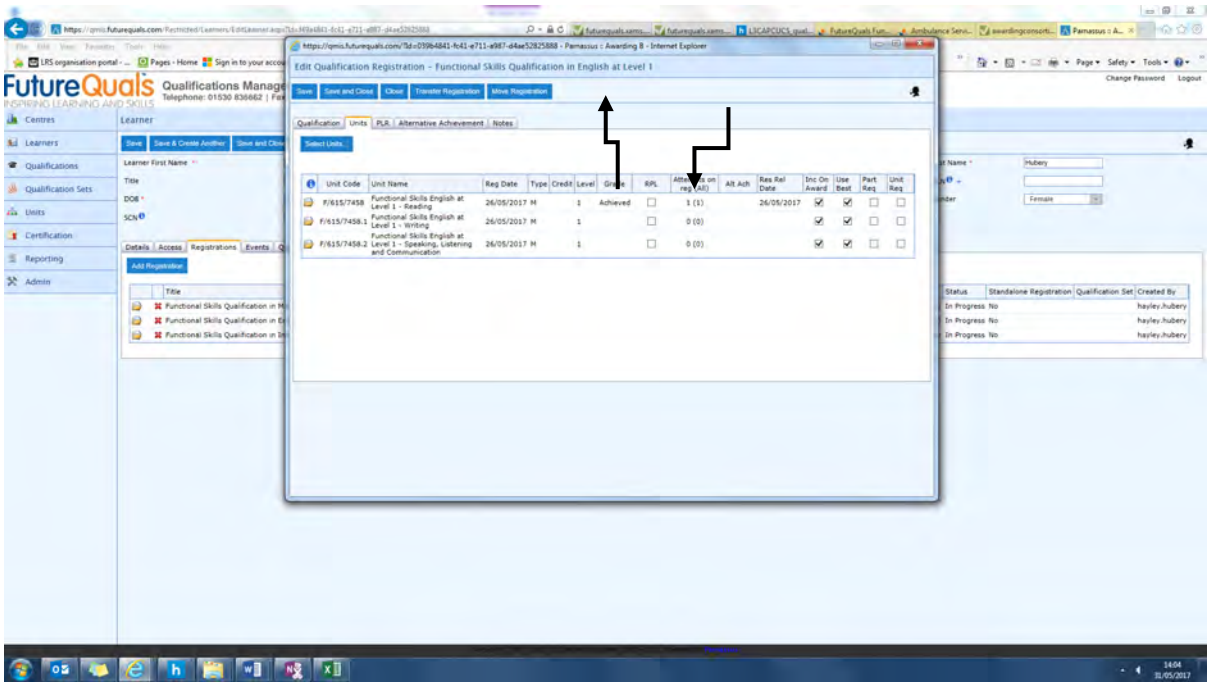
For further information, select the yellow folder next to the qualification.

Select <**Units**>



When an assessment has been marked in XAMS, the result is automatically returned to the learner record.

The units screen shows the grade issued and the number of attempts on the assessment.



Once you have reviewed the result you can close the screen in QMIS by selecting <**close**>.

The certificate will be issued to the centre address in line with the timescales published in the Customer Service Statement, following a positive result being available within QMIS.

Resits

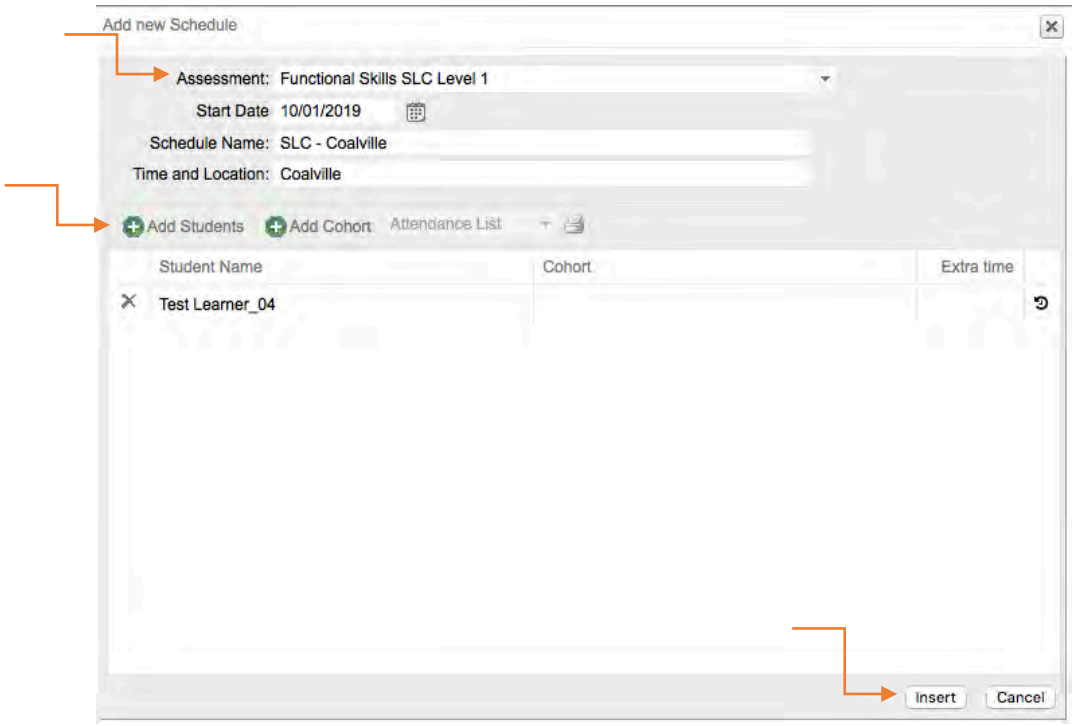
Learners are permitted to resit an external assessment where they are not successful. Learners must wait at least two weeks before re-attempting an external assessment. Learners are permitted three attempts at any Functional Skills Qualification. If a learner requires additional attempts to pass the qualification(s), then a centre must apply to FutureQuals for further guidance. You should schedule a learner for a resit in the same way as you would for a first attempt.

Learners can resit a Speaking, Listening and Communication component as many times as they need to until they pass. This resit opportunity is included in the one-off fee for this element of the qualification. All failed assessments must be recorded by centres on XAMS and any learners resitting this assessment must be scheduled in the usual way.

Administering Speaking, Listening and Communicating

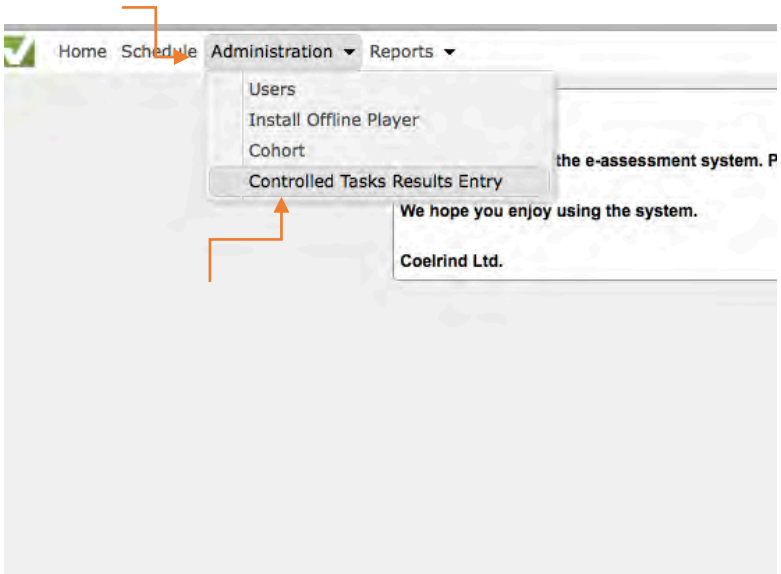
Creating a Schedule

Create a new schedule, as per the scheduling section in the user guide (password and type fields are not applicable for Speaking, Listening and Communicating schedules). The assessment will be either Functional Skills SLC Level 1 or Functional Skills SLC Level 2.

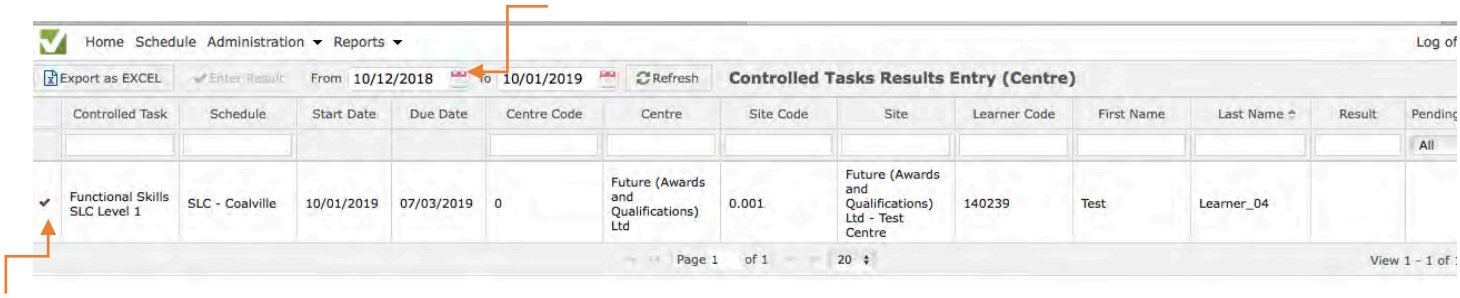


Results Entry

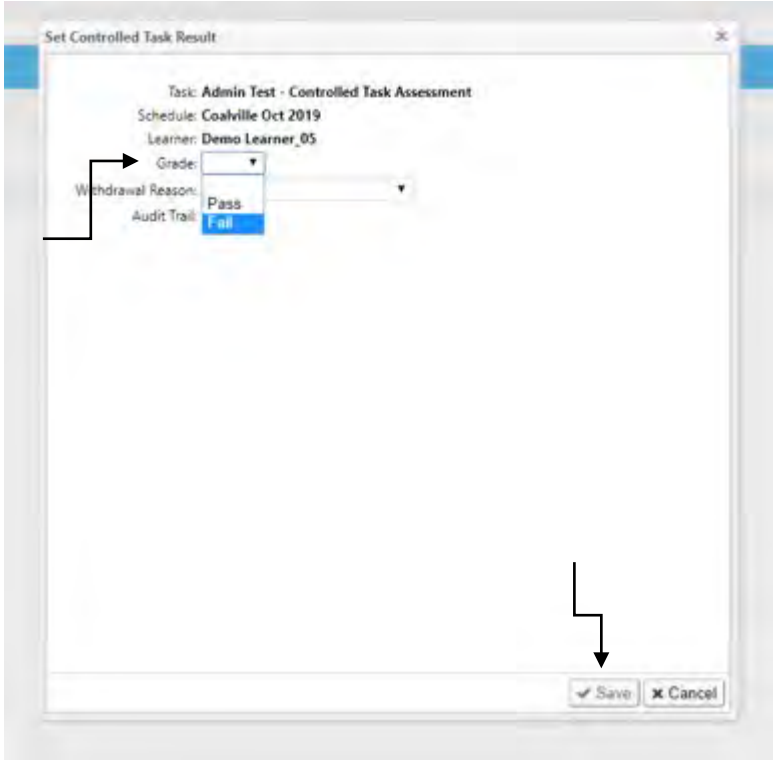
To enter results for a given schedule, click **Administration** on the menu at the top of the screen, then select **Controlled Tasks Results Entry** from the dropdown menu. The results entry screen will appear.



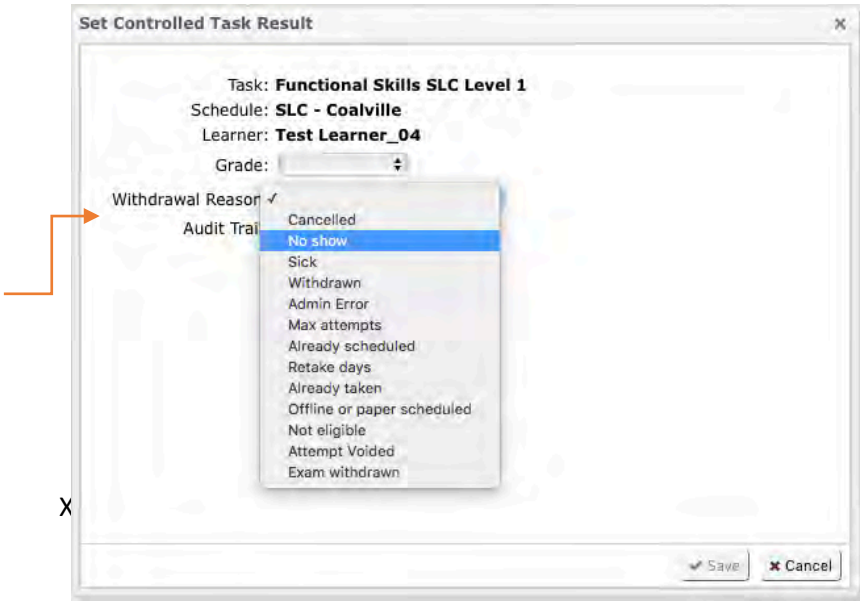
Using the calendar pickers, select the period for the schedules you wish to see. You will need to enter the result for each learner separately. When you click on the tick next to a learner's details, a pop-up box will appear.



You will then be able to select the grade, either **Pass** or **Fail**, using the dropdown menu. Then click **Save**.

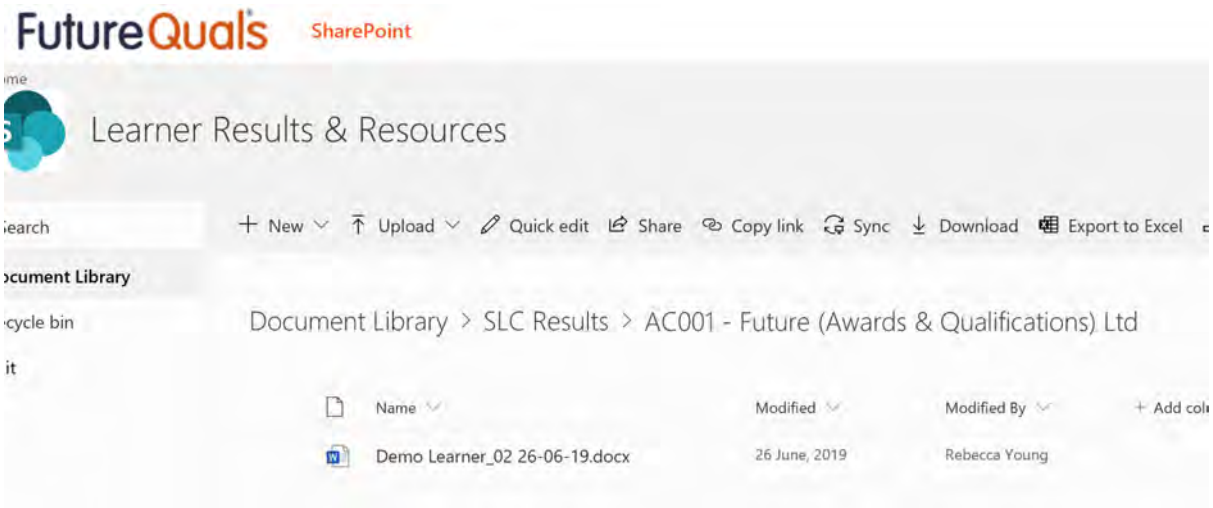


If the learner did not attend their assessment, please instead select a withdrawal reason using the dropdown menu (this withdraws the learner from the schedule, not the qualification). Then click **Save**.



Submitting Evidence for Speaking, Listening and Communication

For the first six cohorts, all learners should be recorded (audio or video). This recording, along will 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 requested evidence should be uploaded within three 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.

Following the internal centre assessment and the FutureQuals moderation of six cohorts (with a minimum of at least ten learners in total), and confirmation from FutureQuals, all assessments should, where possible, continue to be recorded (audio or video) as a matter of best practice. These recordings will, however, not need to be uploaded to SharePoint but must be retained, along with all IQA sampling records, by the approved centre for at least three years from the assessment date. Access to these records may be requested at any time during both unannounced and planned quality assurance visits.

Centres **must** always upload the completed Record of Learner Achievement forms to SharePoint.

XAMS User Guide Appendix 1 - Learner Registration File - Learner Registration File

Column A – ULN (Unique Learner Number)

A Unique Learner Number (ULN) is a 10-digit reference number which is used to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Each ULN is issued and held by the Learner Register. (www.learningrecordsservice.org.uk)

If you have a learner that has previously been registered with FutureQuals you will not need to add their ULN as this is stored within QMIS from their previous registration. However, if you are unsure please enter the ULN and, you will receive an error message at validation stage of the upload saying "ULN already exists in Parnassus". This therefore means you can delete that from the learner's details and then revalidate the file for processing.

Column B – **First Name** – (In title case, full first name, no nicknames)

Column C – **Surname** (In title case)

Column D – Gender - **Male or Female**

Column E – Date of Birth - (dd/mm/yyyy)

Column F – **Ethnic Code**

Enter the relevant code number for each learner

1	**Asian or Asian British – Indian**	**11**	**Mixed – White & Black Caribbean**
2	**Asian or Asian British - Pakistani**	**15**	**Mixed - Other**
3	**Asian or Asian British - Other**	**7**	**Chinese**
4	**Black or Black British - African**	**18**	**White - British**
6	**Black or Black British - Caribbean**	**20**	**White - Irish**
14	**Black or Black British - Other**	**22**	**White – Other**
9	**Mixed – White & Asian**	**17**	**Prefer Not To Say**

Column G – Email – Enter the email address for the learner (this is a mandatory field)

Column H – Learning Disabilities

Enter the relevant number for each learner

1	**Learner considers him/herself to have a learning difficulty/disability/health problem**	**9**	**No information provided by learner**
2	**Learner does not consider him/herself to have a learning difficulty/disability/health problem**		

Column I – Disability

Enter the relevant number for each learner

1	**Visual Impairment**	**7**	**Mental Illness**
2	**Hearing Impairment**	**8**	**Temporary Disability after Illness**
3	**Disability Affecting Mobility**	**9**	**Profound Complex Disability**
4	**Other Physical Disability**	**10**	**Asperger's Syndrome**

5	**Asthma / Epilepsy / Diabetes**	**90**	**Multiple Disabilities**
6	**Emotional Behaviour Difficulties**	**97**	**Other**
98	**No Learning Disability**	**99**	**Not know / information not provided**

Column J – Specific Learning Difficulty

Enter the relevant number for each learner

1	**Moderate learning difficulty**	**94**	**Specific Language impairment**
2	**Severe learning difficulty**	**95**	**Asperger's / Autism**
10	**Dyslexia**	**96**	**ADD / ADHD**
11	**Dyscalculia**	**97**	**Other**
19	**Other specific learning difficulties**	**98**	**No learning difficulty**
90	**Multiple learning disabilities**	**99**	**Not known / information not provided**

Column K – Additional Learning Needs

Enter the relevant number for each learner

11	**Additional learning needs**	**97**	**Learner has been assessed on entry as having no additional social needs**
12	**Additional social needs**	**98**	**Learner awaiting assessment**
13	**Additional learning and social needs**	**99**	**Not known / information not provided**

Column L – Special Need (Reasonable Adjustment)

Enter the relevant number or code for each learner

01	**Hearing**	**019**	**Responses in British Sign Language (BSL)**
02	**Learning**	**020**	**Responses in Braille**
03	**Multiple**	**021**	**Reader**
004	**Extra Time up to 25%**	**022**	**Scribe**
04	**Visual**	**023**	**British Sign Language (BSL)/English interpreter**
005	**Extra Time in excess of 25%**	**024**	**Prompter**
05	**Mobility**	**025**	**Practical assistant**
006	**Supervised rest breaks**	**026**	**Transcriber**
06	**Physical**	**027**	**Additional tapes / CD**
007	**Change in the organisation assessment room**	**028**	**Supervised rest breaks**
008	**Separate accommodation within the centre**	**029**	**Amplification equipment**
009	**Taking the assessment at an alternative venue**	**030**	**Modified/enlarged font**

010	**Coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners**	**031**	**Tactile diagrams**
011	**Bilingual translation dictionaries**	**032**	**Other reasonable adjustments not listed above**
012	**Assessment material in enlarged format**	**96**	**Yes / Prefer not to say**
013	**Assessment material in Braille**	**97**	**Other**
014	**Language modified assessment material**	**98**	**Not Known/Information Not Provided**
015	**Assessment material in British Sign Language (BSL)**	**99**	**No Disability**
016	**Assessment material on coloured paper**	**No**	**No**
017	**Use of ICT**	**Yes**	**Yes**
018	**Responses using electronic devises**		

Column M – Site Code

Enter your centre and site number. Enter as AC NUMBER.SITE NUMBER e.g. 100.001
If you have more than 1 site registered, the site could would be 100.002 or 100.003 etc. You can check you centre and site numbers by logging into QMIS and viewing your centre details.

Column N – Qualification Code

Please use our website https://www.futurequals.com/ or Appendix 2 for the codes used for registering learners for XAMS.

Column O – Qualification Set Code

If you are registering learners on one of our qualification sets you will need to enter a Code. Please see the current pricelist to find the correct codes. Please note that if you are registering against a set code you do not need to complete Column I, Qualification Code.

Column P - Registration Date

Enter the date the learners are registered in QMIS.

Column Q – Reg Group Code

If you are registering your learners on a course and you want to group the learners together for registration, certification, reporting and a tracking reference throughout the process, please enter your own unique reference in this column. (Please note that this number will be printed on the code on the bottom of the certificate.)

Column R - Purchase Order

Enter your Purchase Order Reference Number. This will be quoted on the invoice for registrations.

XAMS User Guide Appendix 2 – Qualification Codes for XAMS

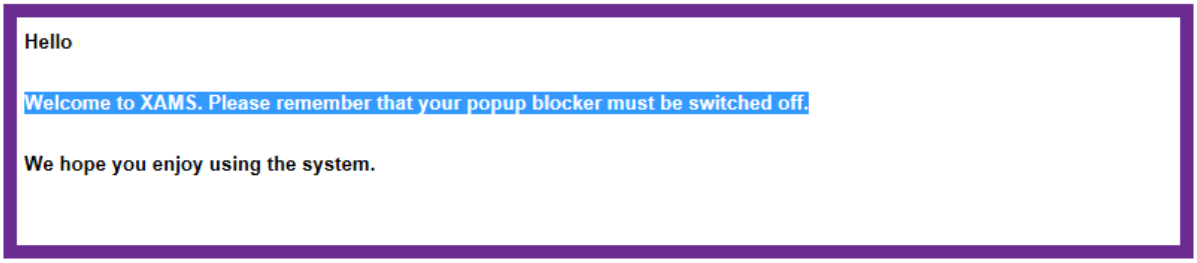
(Including timescales)

Qualification Title	Qualification Code	Timescales	
		QMIS to XAMS schedule	XAMS schedule to online test available
Functional Skills Qualification in English at Level 1	FSEL1 (legacy)	3 Hourly intervals	24 hours
Level 1 Functional Skills Qualification in English	L1FSE (reformed)	3 Hourly intervals	24 hours
Functional Skills Qualification in English at Level 2	FSEL2 (legacy)	3 Hourly intervals	24 hours
Level 2 Functional Skills Qualification in English	L2FSE (reformed)	3 Hourly intervals	24 hours
Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1	FSICTL1	3 Hourly intervals	24 hours
Functional Skills Qualification in Information & Communication Technology (ICT) at Level 2	FSICTL2	3 Hourly intervals	24 hours
Functional Skills Qualification in Mathematics at Level 1	FSML1 (legacy)	3 Hourly intervals	24 hours
Level 1 Functional Skills Qualification in Mathematics	L1FSM (reformed)	3 Hourly intervals	24 hours
Functional Skills Qualification in Mathematics at Level 2	FSML2 (legacy)	3 Hourly intervals	24 hours
Level 2 Functional Skills Qualification in Mathematics	L2FSM (reformed)	3 Hourly intervals	24 hours

XAMS User Guide Appendix 3 – Diagnostics

Turning off Pop-up Blocker

Upon initial login to XAMS, the following message will appear. The pop-up blocker must be switched off. See below for instructions for Internet Explorer and Firefox.

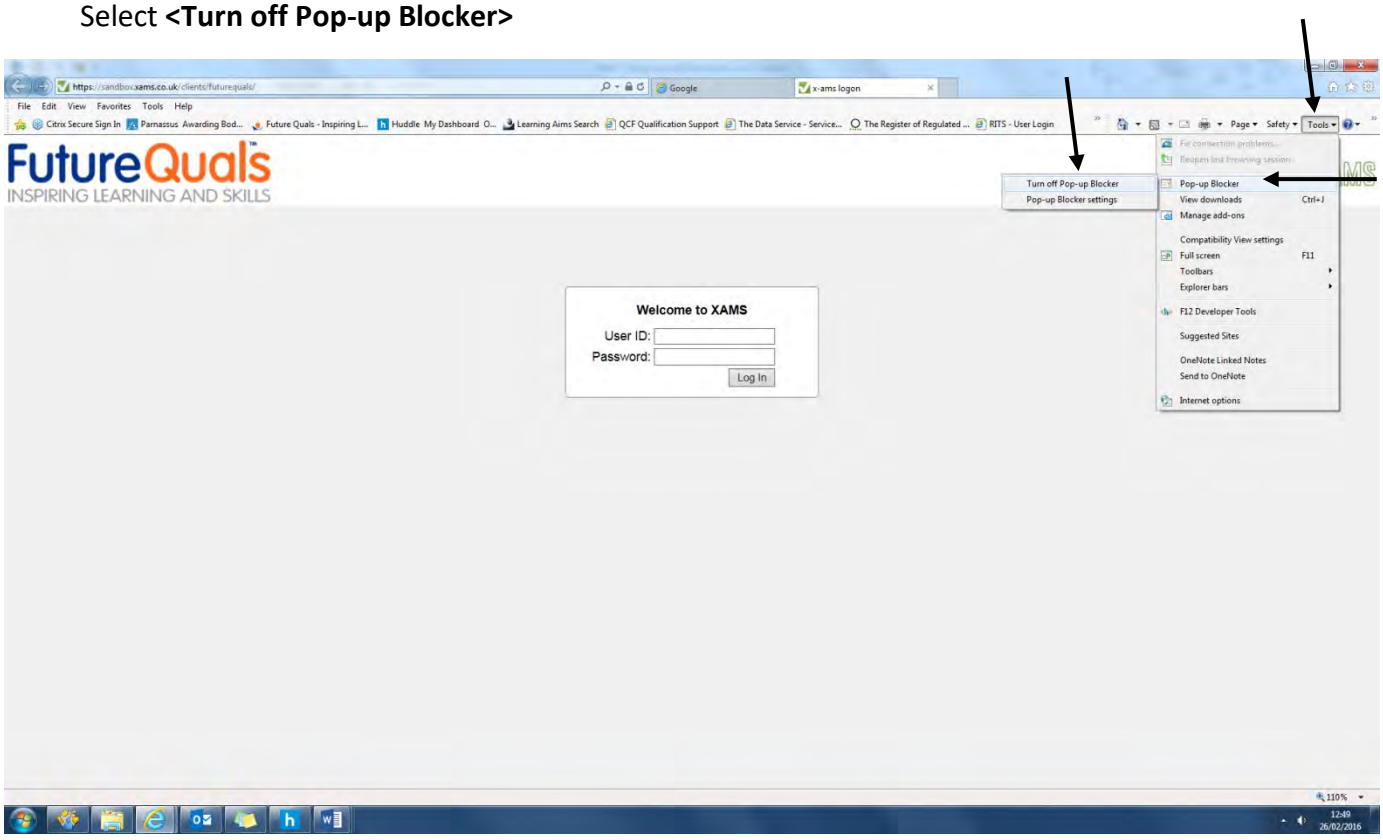


1. Internet Explorer

Select **<Tools>**

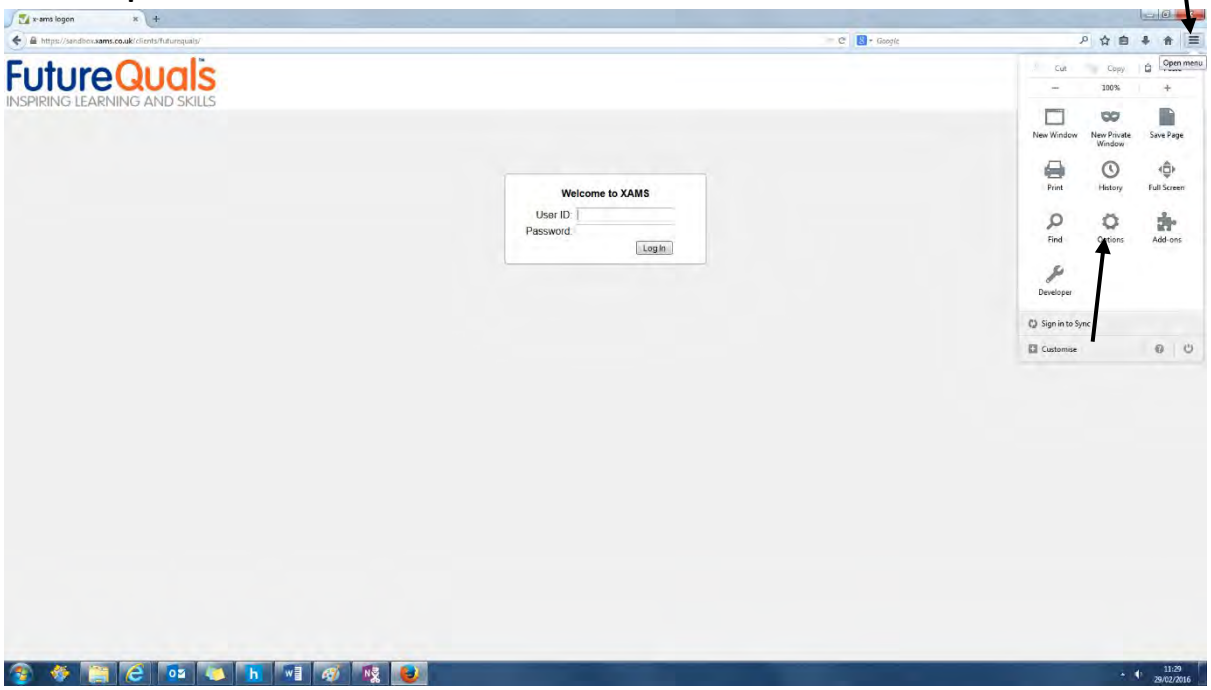
Select **<Pop-up Blocker>**

Select **<Turn off Pop-up Blocker>**



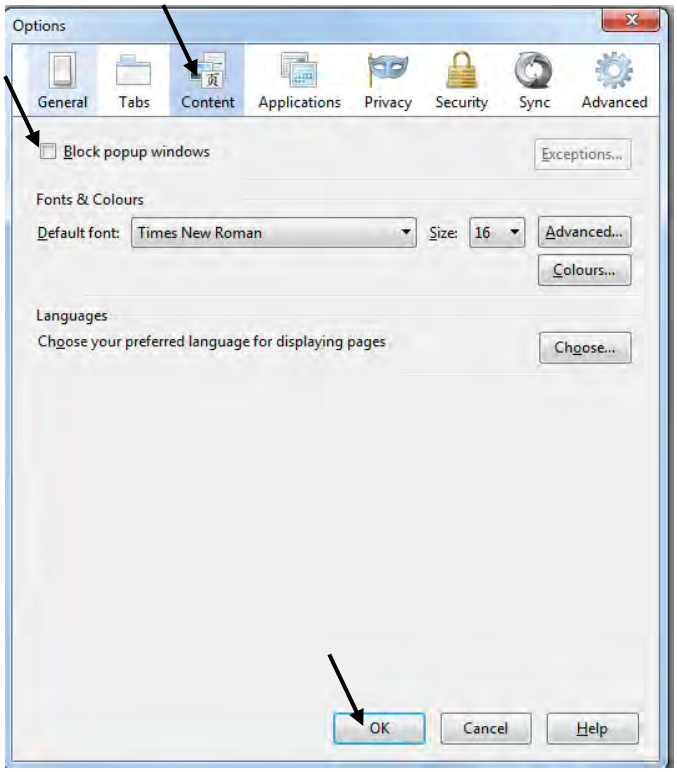
2. Firefox

Select **<Open Menu>** icon



Select **<Options>**

In **<Content>** untick **Block popup windows** and select **<OK>**



XAMS User Guide Appendix 4 – Using the Offline Player

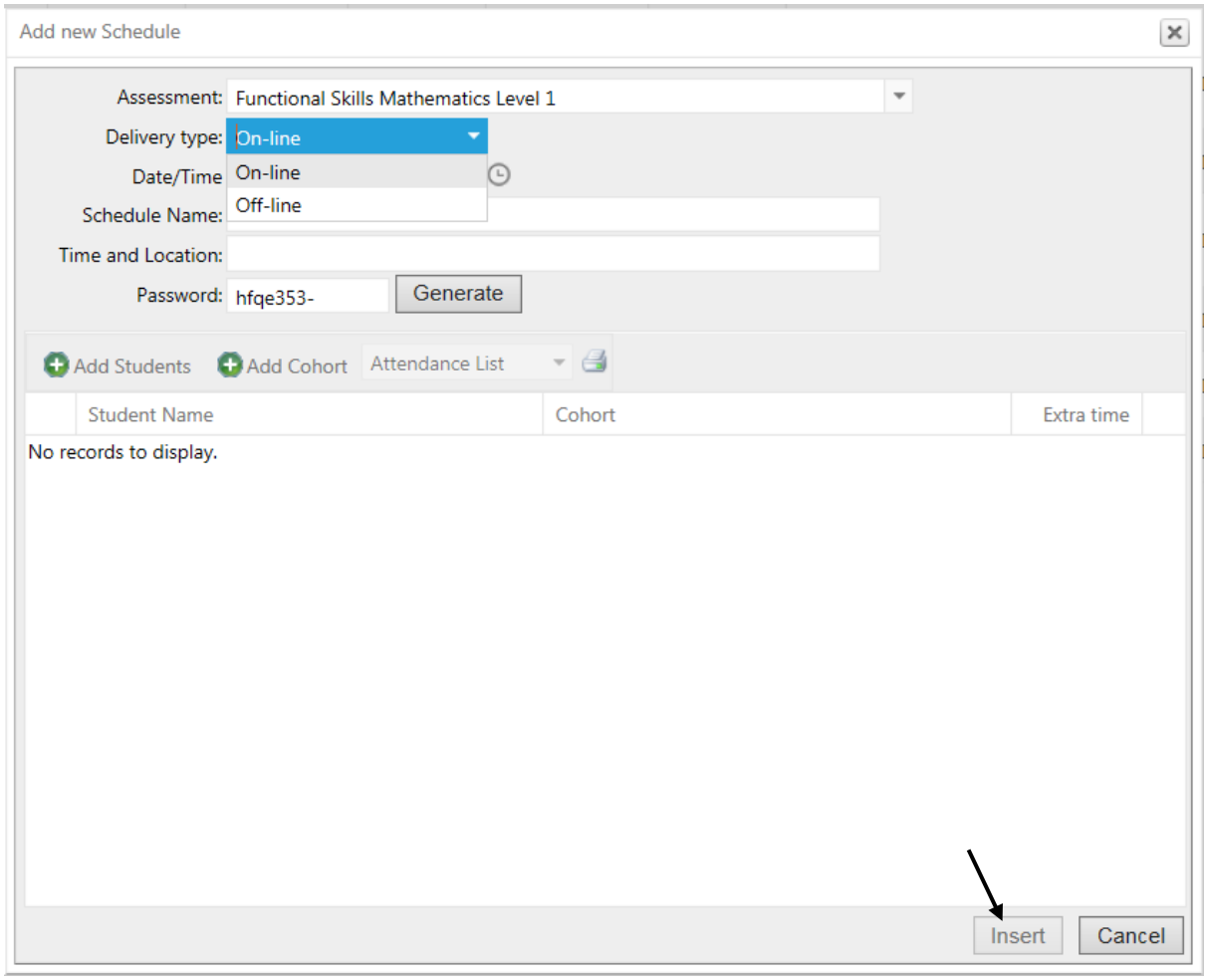
For: English Reading, English Writing and Mathematics only

OFFLINE RULES:
Centres can schedule the assessment session within 3 hours of registering the learner(s) in QMIS. Offline Tests can be taken no sooner than 24 hours after scheduling and not before the schedule start date. Learners can take the test through the FutureQuals XAMS on-screen system within 7 days of the date and time set in the schedule.

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

Learners are registered in QMIS and scheduled in XAMS following the same process for online tests.

In the Add new Schedule screen, select the delivery type dropdown and choose Off-line. Add learners who require the test to be taken using the offline player and select **Insert**.

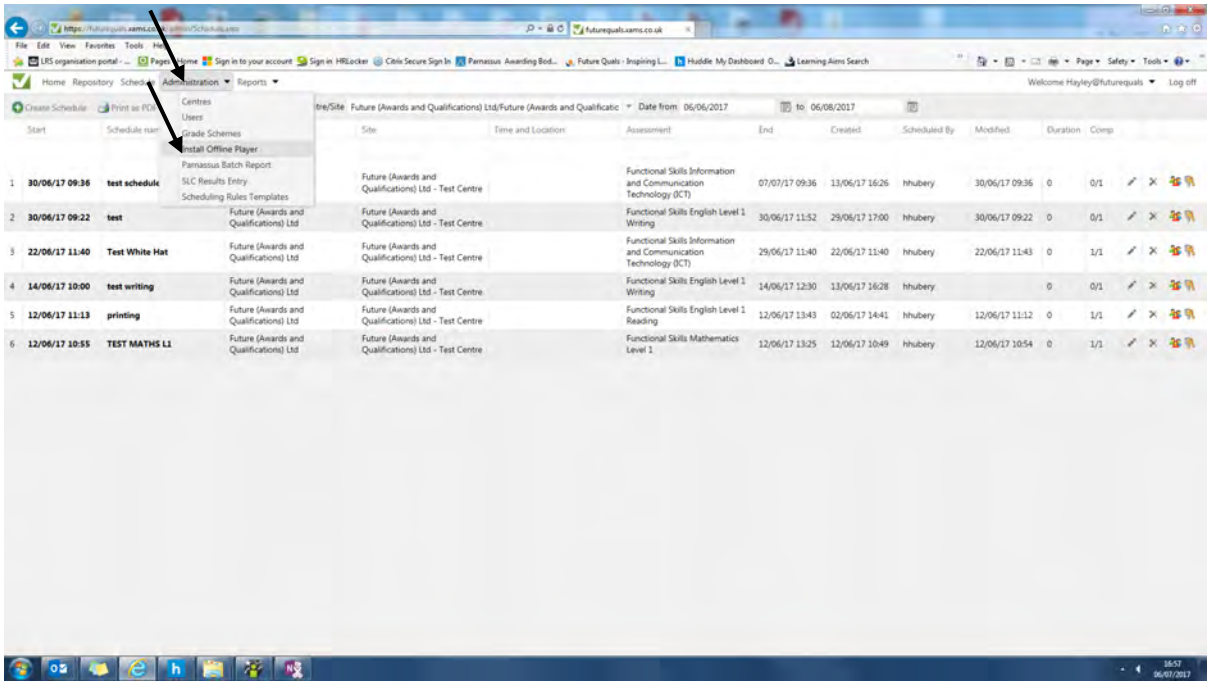


Print the Attendance List and Individual Log in Sheets (see process for online).

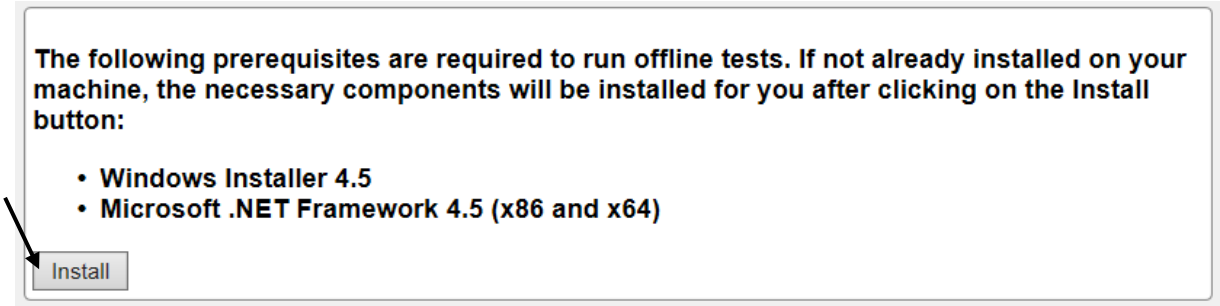
Downloading the Offline Player

The nominated XAMS exams officer downloads the **Offline Player** to the required computers. This must be completed where internet access is available.

Select **Administration** and **Install Offline Player**



The following screen will load.



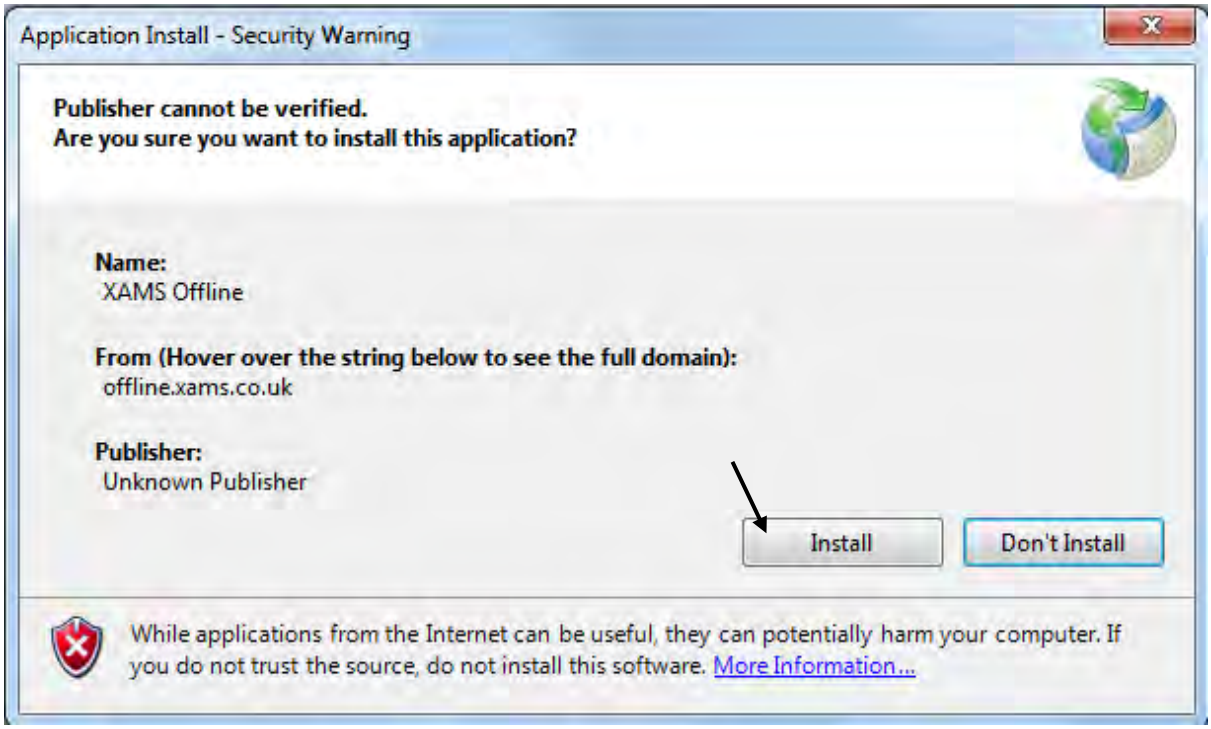
Ensure that the computer system being used to install the offline player meets the requirements.

Click **Install**.

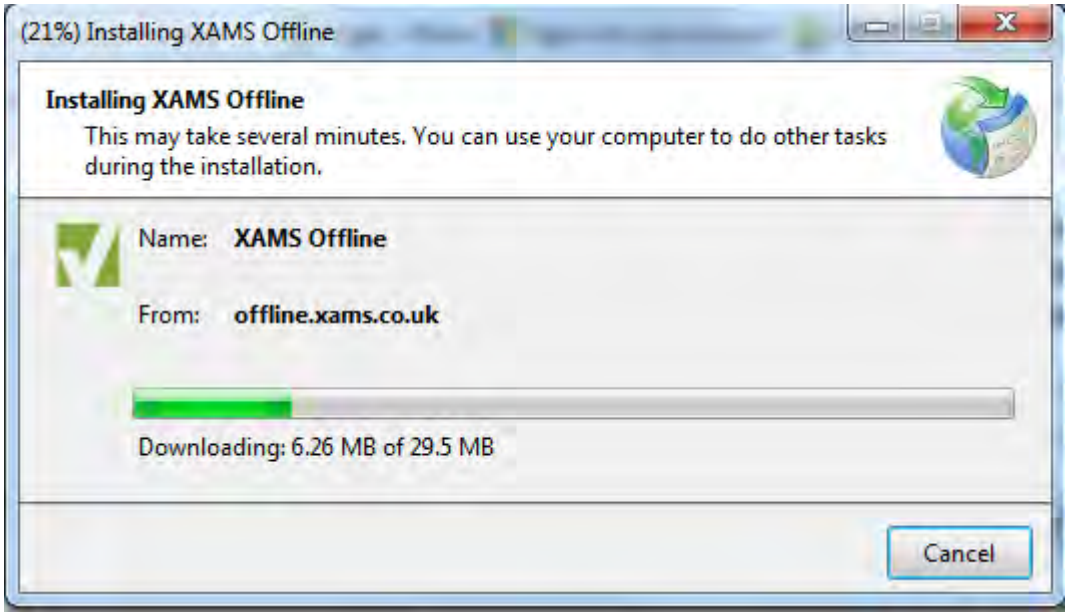
Select **Run.**

In a few moments the following application install will appear.

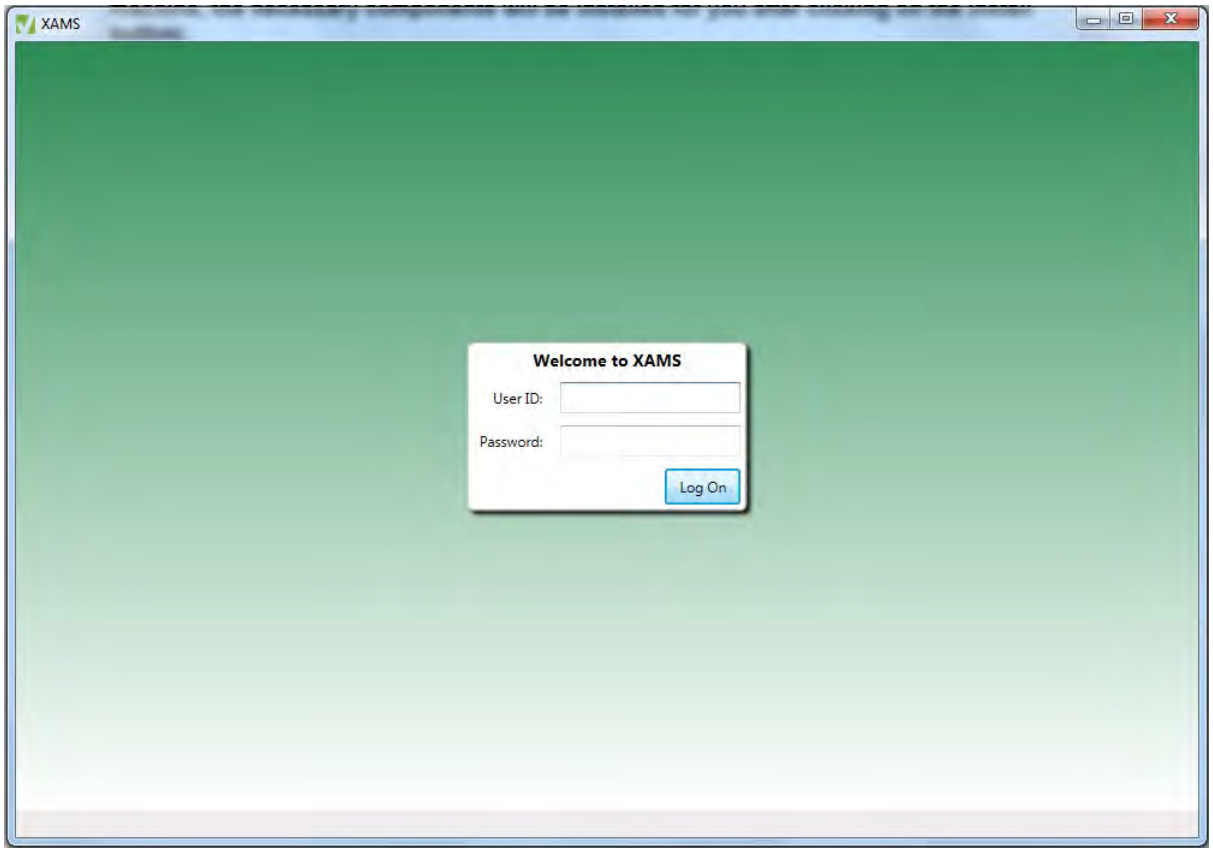
Select **Install.**



The application will start to install.



Once downloaded the application will open

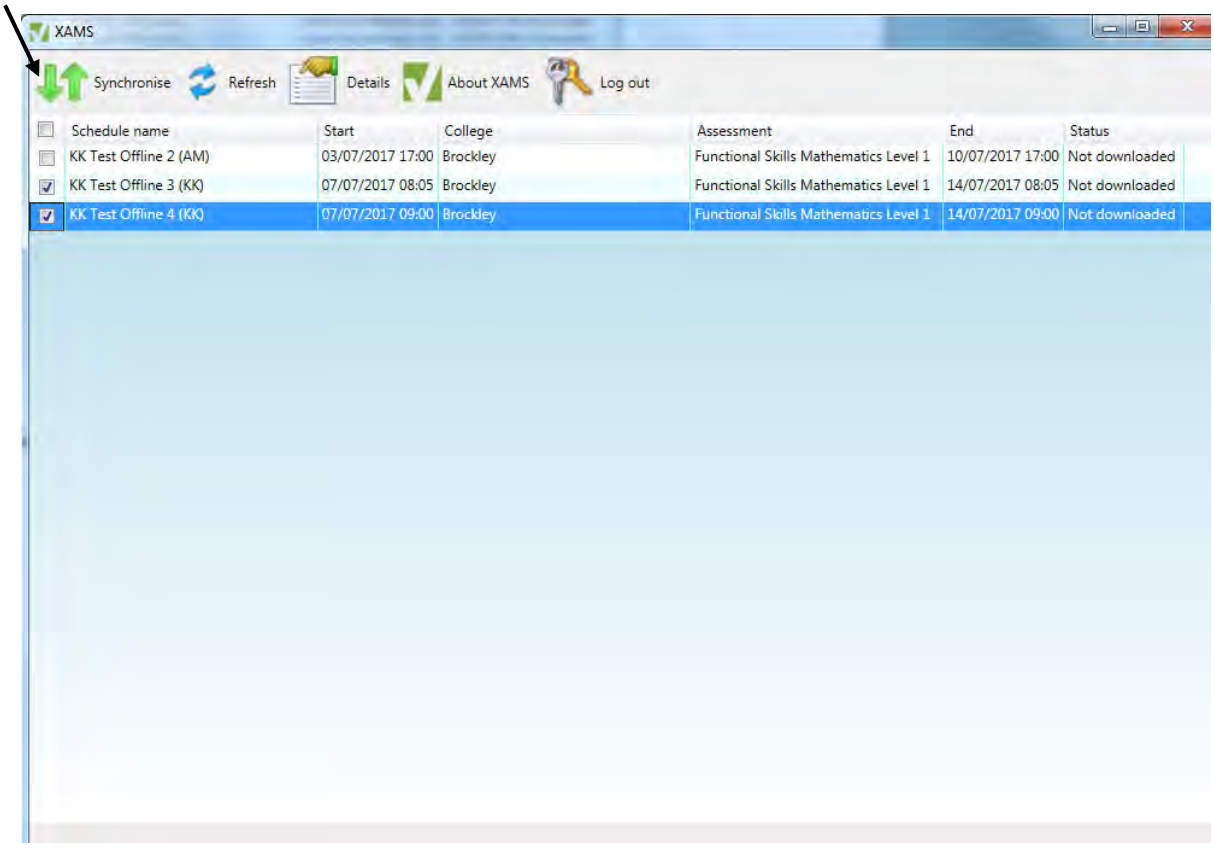


The application shortcut link is available in the start menu and can be saved onto the computer desktop.

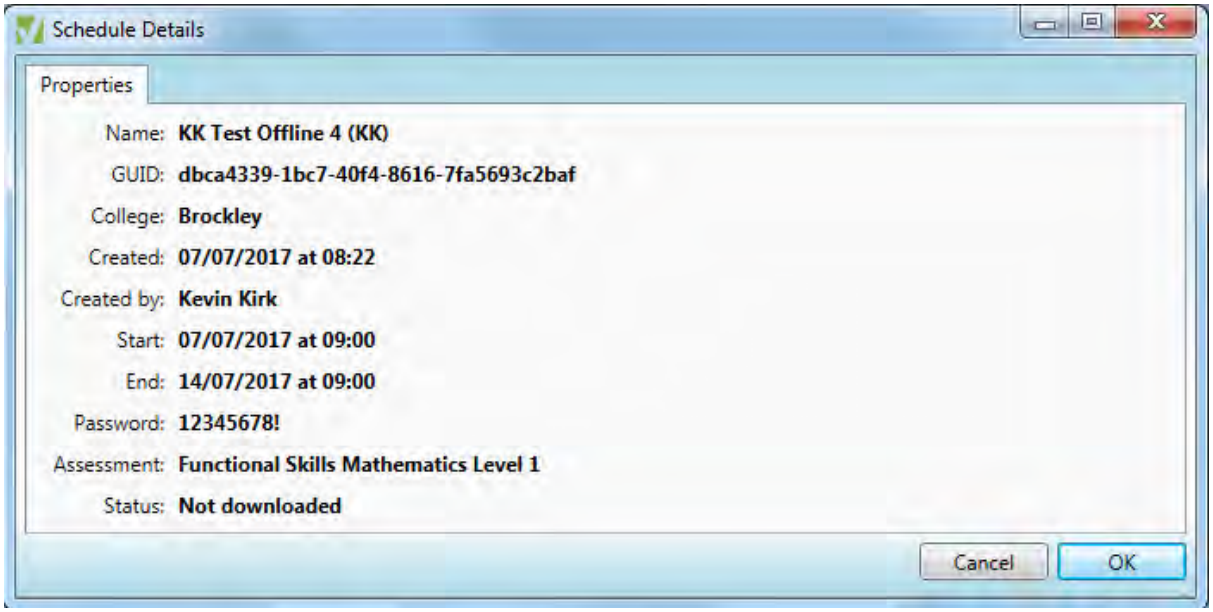
The icon will be shown as:

The exams officer logs in to the offline player using the same credentials as the online version of XAMS.

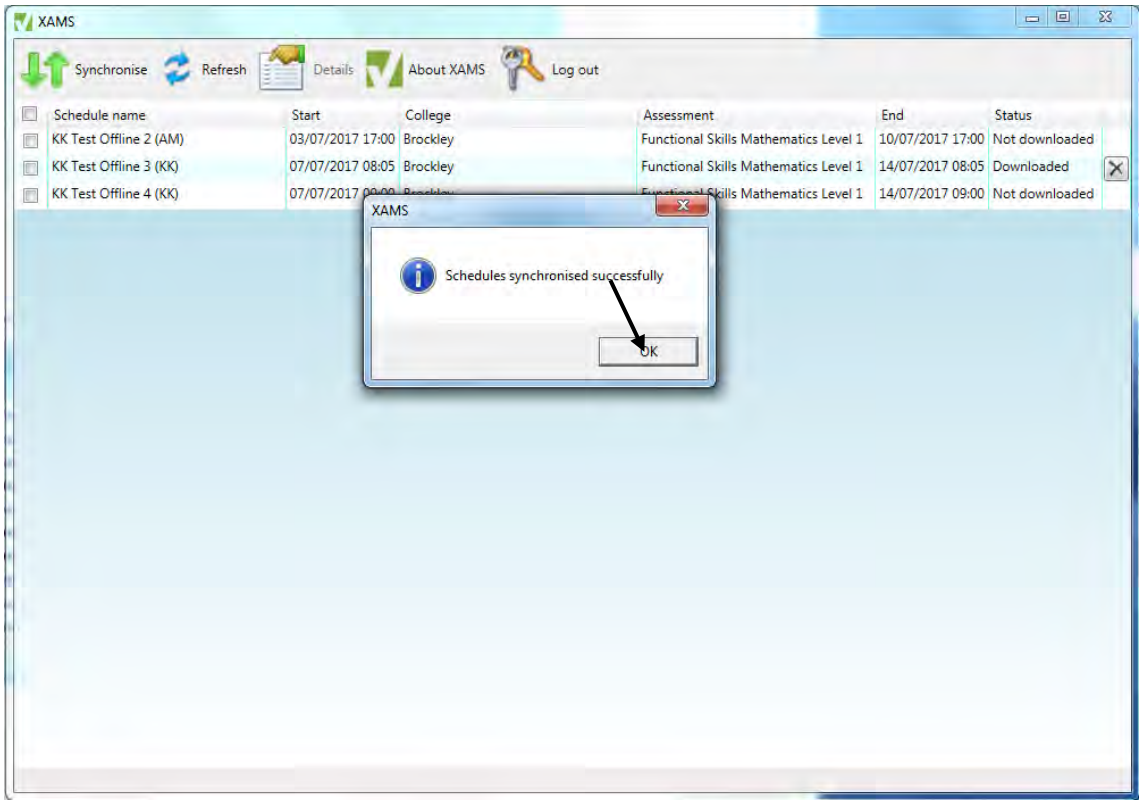
The Exams Officer then ticks the box at the side of the relevant offline schedules and clicks **Synchronise** to download the exams, making them available to the learners.



The **Details** button provides the key information about the schedule.

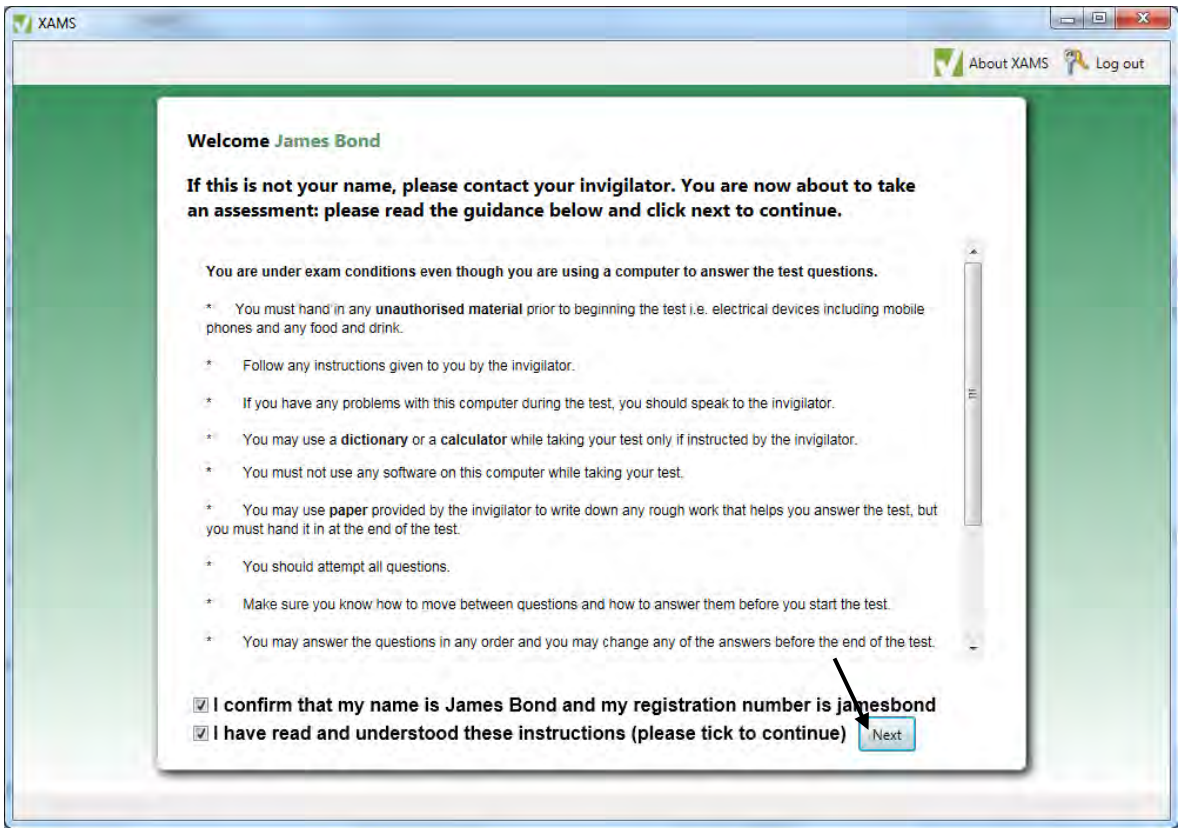


Once the schedule has been synchronised, the status will show as Downloaded and the following pop-up will show, click **OK**.

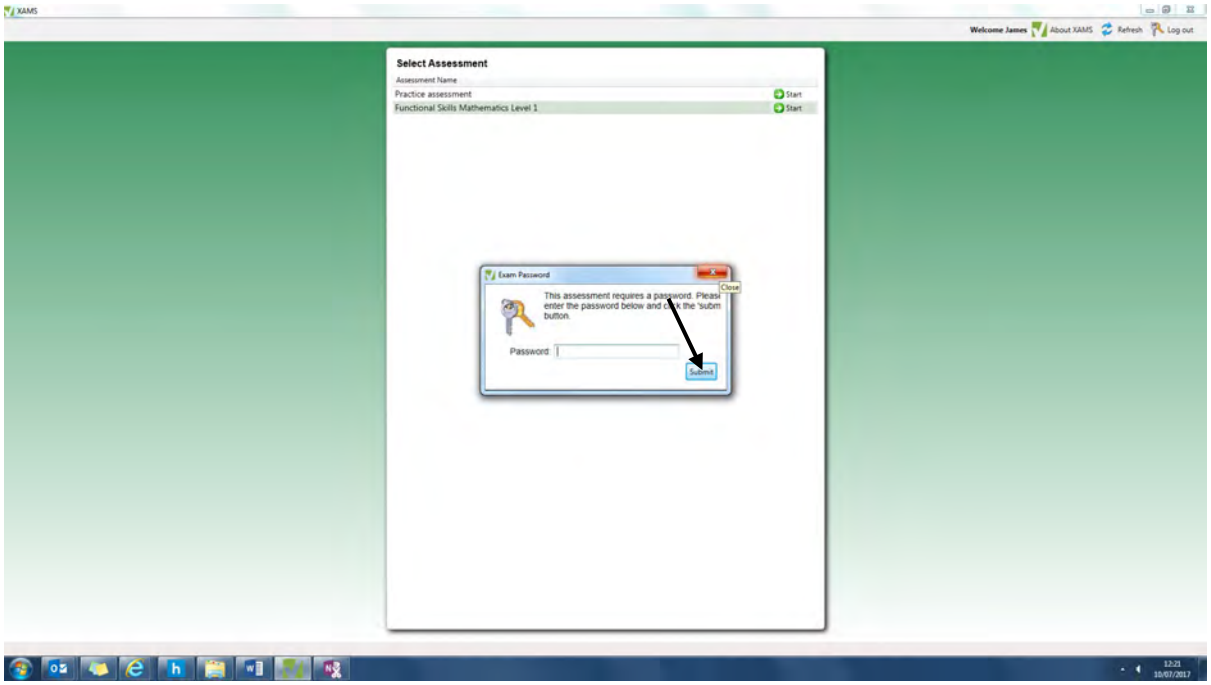


The test can now be accessed offline. The learner logs into the offline player with the username and password from the Individual Log-In Sheet.

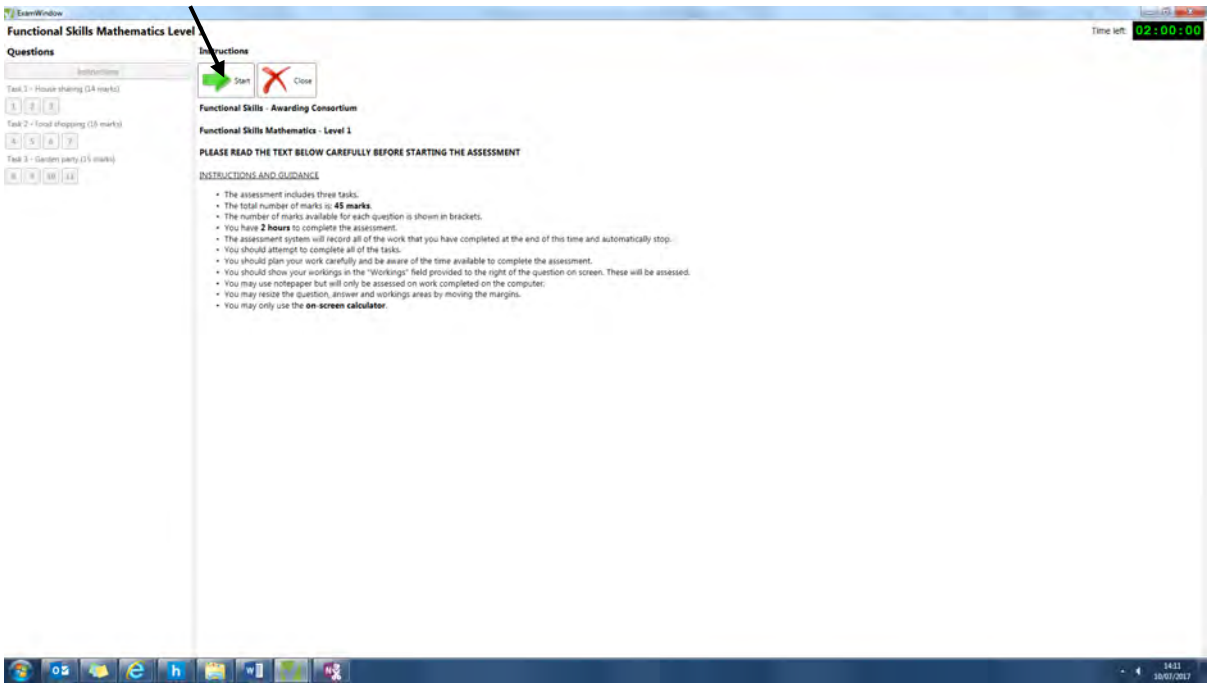
The learner must read the guidance and select the ticks to confirm their name is correct and they have understood the instructions. Select **Next**.



The learner selects **start** next the functional skill test and enters the schedule password from the Individual Log-In Sheet. Select **Submit**.

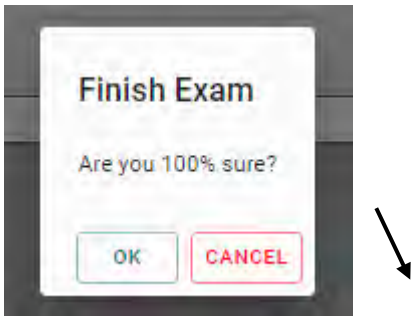


The test can now be started. This works in the same way as the online version, including the downloading of any resources.



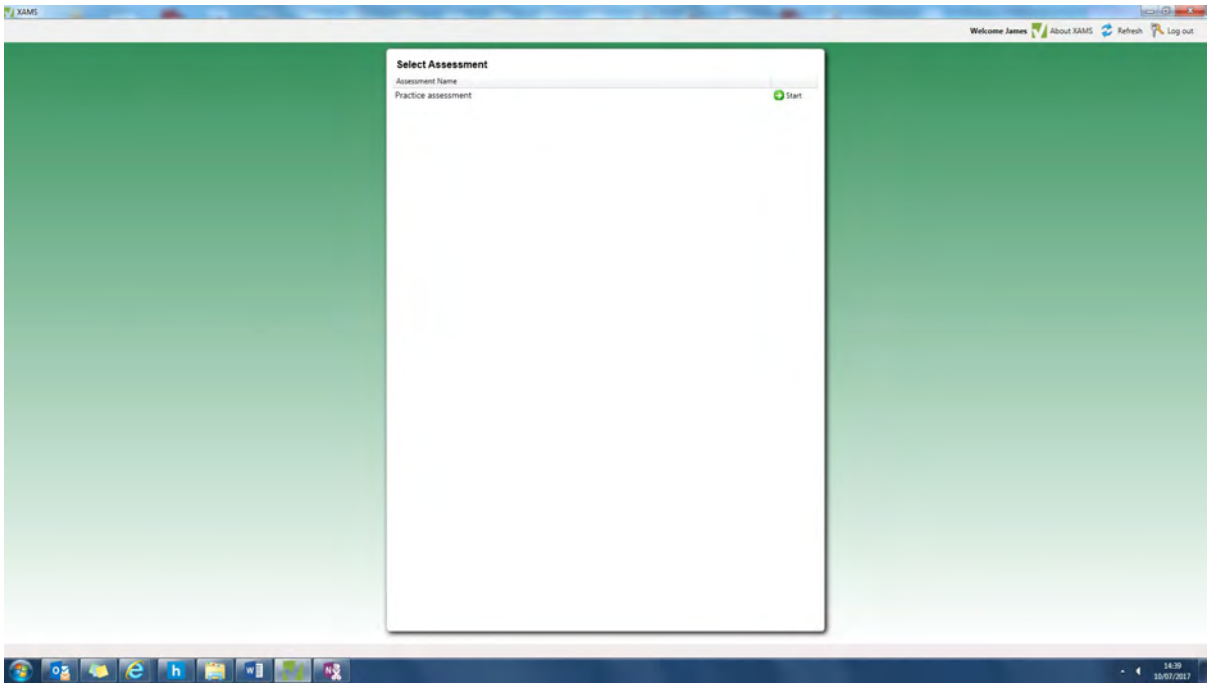
Once all the questions have been completed click **Finish**

Select **Yes** to submit the test.



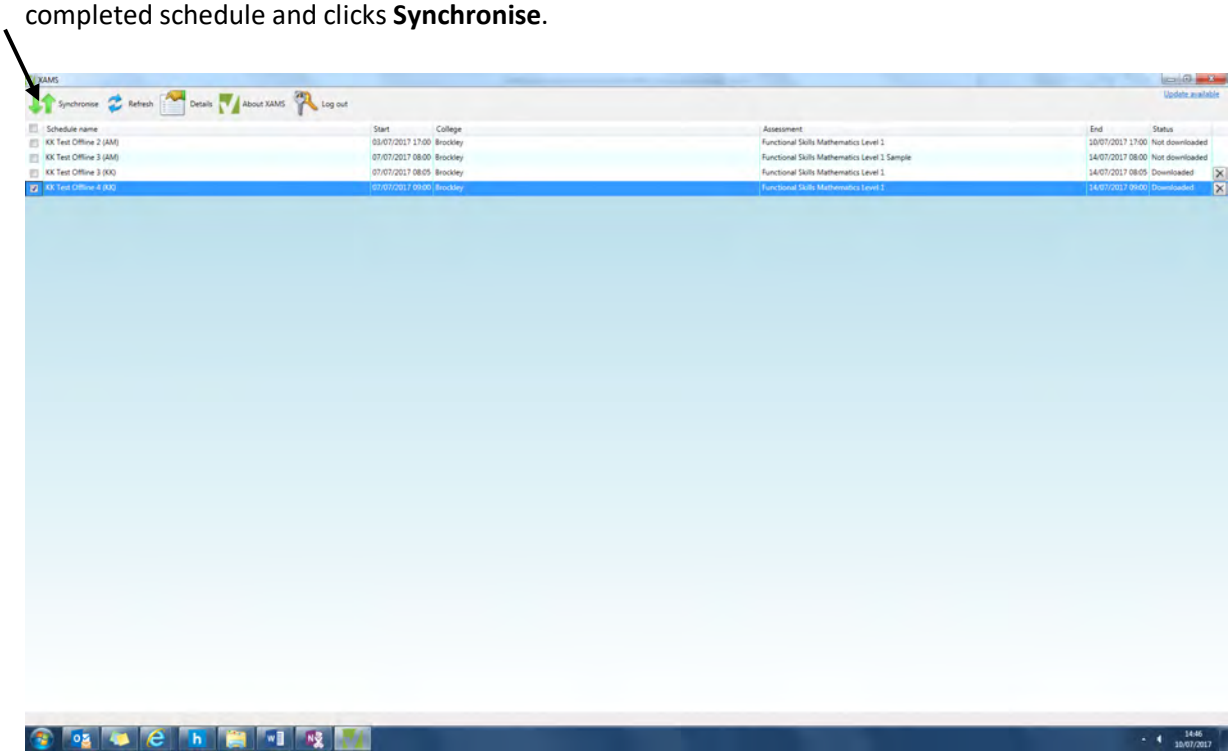
Select Ok.

The test will now disappear from the main screen. The learner can now log out.

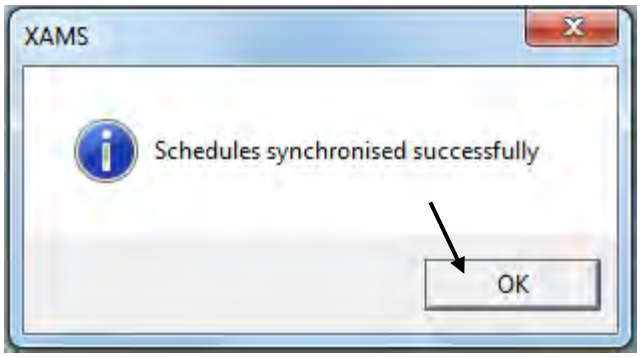


This part must be completed where internet access is available.

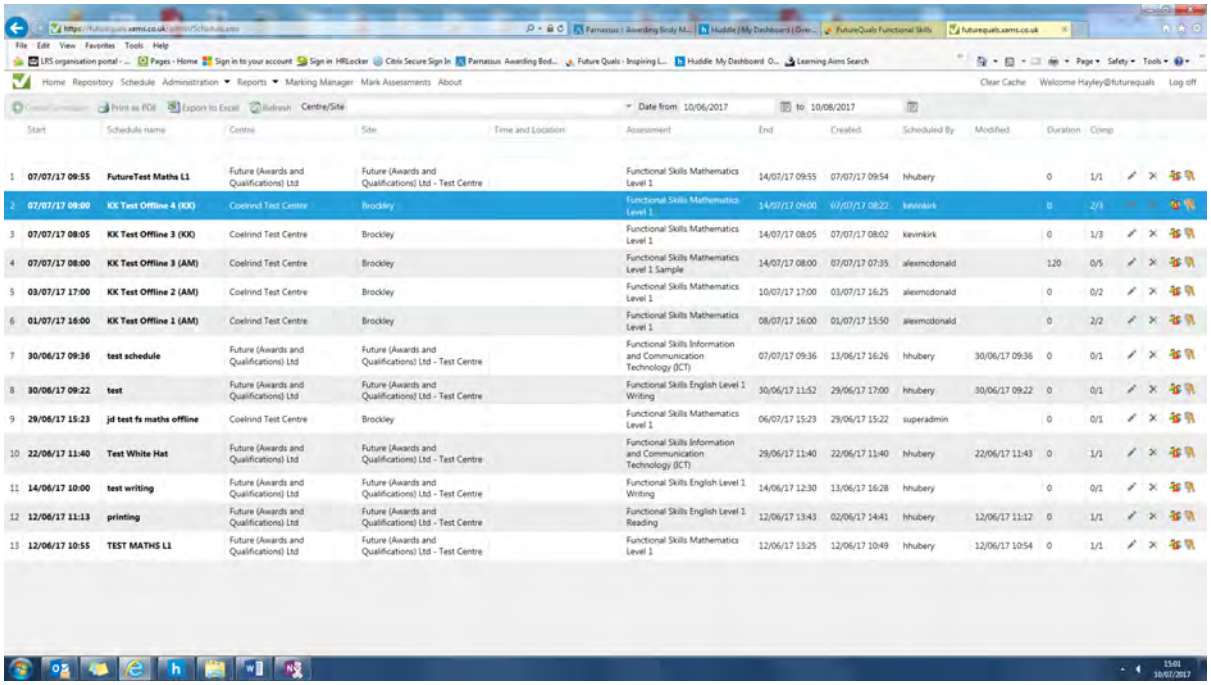
The nominated XAMS exams officer logs into the offline player. Selects the tick box to the left of the completed schedule and clicks **Synchronise**.



The following message will appear to confirm that the schedule was synchronised successfully.



The XAMS user can now access the online version of XAMS and select the schedule screen. This will now show the number of tests completed within the schedule.



	Start	Schedule name	Centre	Site	Time and Location	Assessment	End	Created	Scheduled By	Modified	Duration	Comp
1	07/07/17 09:55	FutureTest Maths L1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Mathematics Level 1	14/07/17 09:55	07/07/17 09:54	hhubery		0	1/1
2	07/07/17 09:00	KK Test Offline 4 (KK)	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1	14/07/17 09:00	07/07/17 08:22	kevinkirk		0	2/1
3	07/07/17 08:05	KK Test Offline 3 (KK)	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1	14/07/17 08:05	07/07/17 08:02	kevinkirk		0	1/3
4	07/07/17 08:00	KK Test Offline 3 (AM)	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1 Sample	14/07/17 08:00	07/07/17 07:35	alexmcdonald		120	0/5
5	03/07/17 17:00	KK Test Offline 2 (AM)	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1	10/07/17 17:00	03/07/17 16:25	alexmcdonald		0	0/2
6	01/07/17 16:00	KK Test Offline 1 (AM)	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1	08/07/17 16:00	01/07/17 15:50	alexmcdonald		0	2/2
7	30/06/17 09:36	test schedule	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	07/07/17 09:36	13/06/17 16:26	hhubery	30/06/17 09:36	0	0/1
8	30/06/17 09:22	test	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Writing	30/06/17 11:52	29/06/17 17:00	hhubery	30/06/17 09:22	0	0/1
9	29/06/17 15:23	jd test fs maths offline	Coelrind Test Centre	Brockley		Functional Skills Mathematics Level 1	06/07/17 15:23	29/06/17 15:22	superadmin		0	0/1
10	22/06/17 11:40	Test White Hat	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Information and Communication Technology (ICT)	29/06/17 11:40	22/06/17 11:40	hhubery	22/06/17 11:43	0	1/1
11	14/06/17 10:00	test writing	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Writing	14/06/17 12:30	13/06/17 16:28	hhubery		0	0/1
12	12/06/17 11:13	printing	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills English Level 1 Reading	12/06/17 13:43	02/06/17 14:41	hhubery	12/06/17 11:12	0	1/1
13	12/06/17 10:55	TEST MATHS L1	Future (Awards and Qualifications) Ltd	Future (Awards and Qualifications) Ltd - Test Centre		Functional Skills Mathematics Level 1	12/06/17 13:25	12/06/17 10:49	hhubery	12/06/17 10:54	0	1/1

See sections **- Accessing results in XAMS** and **Accessing results in QMIS**.

FutureQuals™
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