


**E-VOLVE**

**QUICK REFERENCE GUIDES**

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UK  0844 543 0000 – Option 2 (8:00 to 18:00 Mon-Fri)

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## QUICK REFERENCE GUIDES

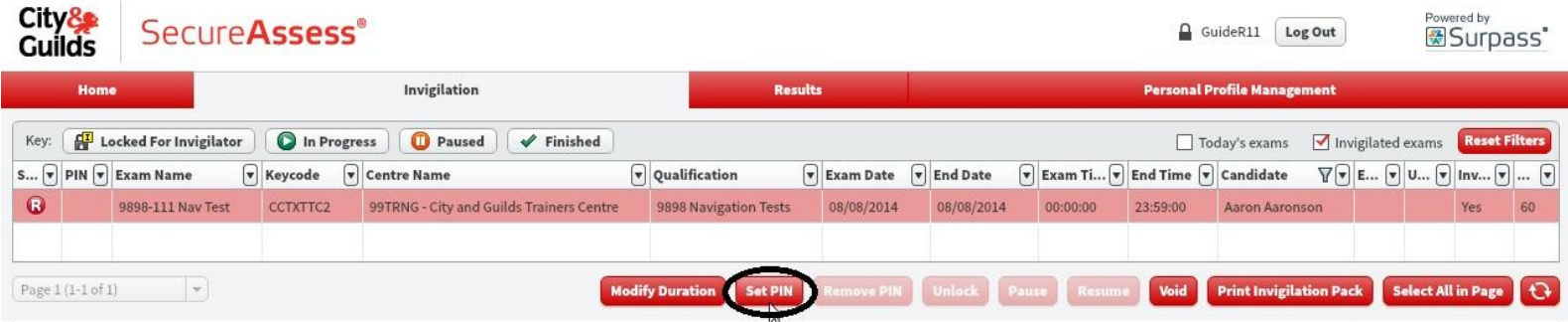
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The below steps are the key points when running an e–volve exam




Steps		Actions
1	Book exam via Walled Garden	Go to <a href="http://www.walled-garden.com">www.walled-garden.com</a> to book your exams. Exams can be booked up to 6 months in advance. Exams can be taken 10 days before the test date and up to 30 days after
2	Set Pin on exam in e-volve website – The pin will be system set with 4 alphanumeric digits.	Go to <a href="https://evolve.cityandguilds.com">https://evolve.cityandguilds.com</a> , access the Invigilation page and set a pin on the candidates exam 

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<p>3 Print Invigilation pack – You can now use the drop down arrows to filter exams</p>	<p>On the Invigilation page print the Invigilation pack for exam sessions</p> 
<p>4 Open Secure Client</p>	<p>Open the Secure Client, testing software, on the machine</p> 
<p>5 Candidate sits exam</p>	<p>Give candidate their Keycode to access the test – They can set their screen and text colour of their choice via the preferences button</p> 

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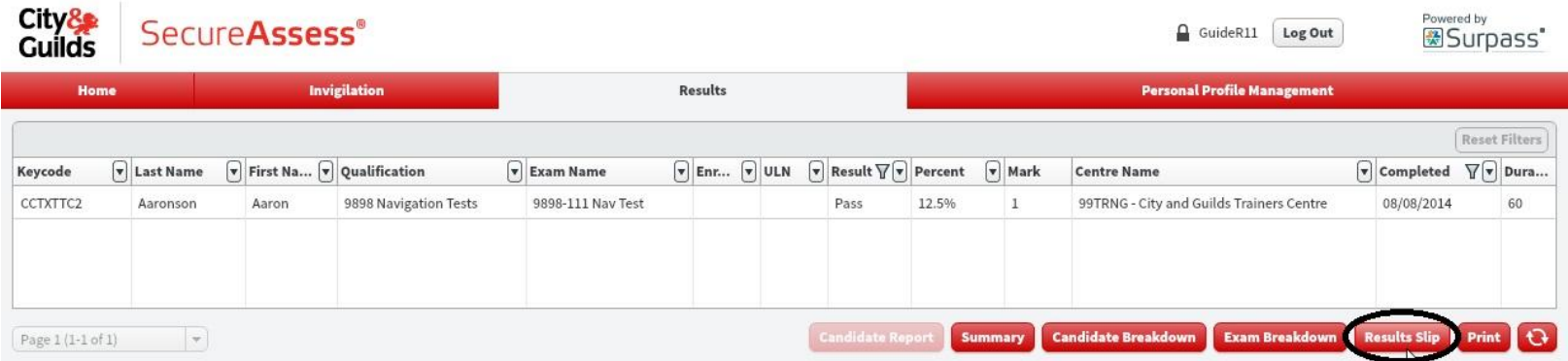
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6 Print Score report / Result Slip

Once the exam has been completed, access the results page within SecureAssess and print or save the candidates score report. Select the Result Slip button and this will generate the Score Report.




Keycode	Last Name	First Na...	Qualification	Exam Name	Enr...	ULN	Result	Percent	Mark	Centre Name	Completed	Dura...
CCTXTTC2	Aaronson	Aaron	9898 Navigation Tests	9898-111 Nav Test			Pass	12.5%	1	99TRNG - City and Guilds Trainers Centre	08/08/2014	60

- Once an exam has been completed it cannot be sat again using the same keycode; this may result in the exam being cancelled. You must book another exam.

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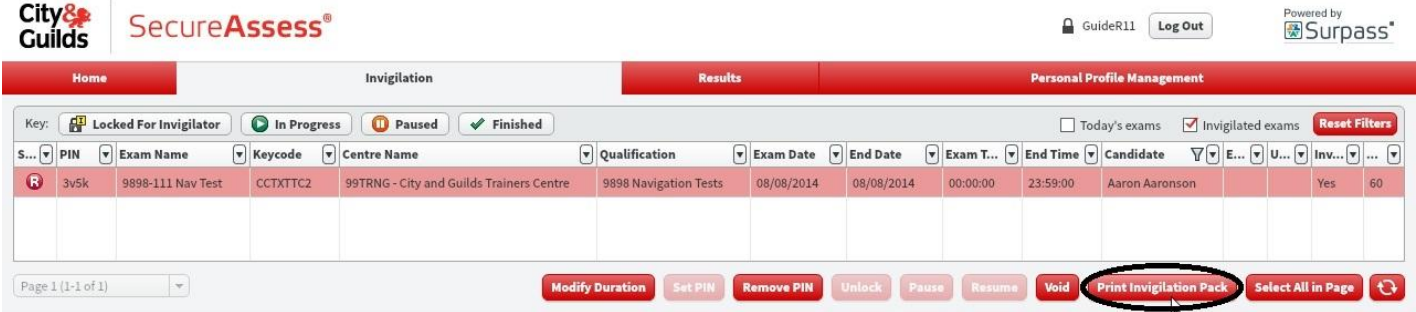
International: Please contact your Local Office



## Invigilation Pack

The Invigilation Pack option allows Invigilators to print out various forms, containing learner and exam information.

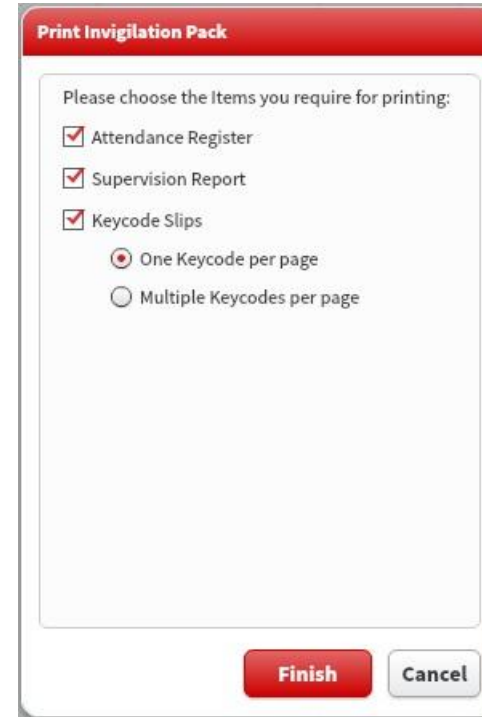
To print an Invigilation Pack, follow the procedure below.

<p><b>Printing Invigilation Packs – Selcting Exams</b></p> <p>1. Access SecureAssess:  <a href="https://evolve.cityandguilds.com/secureassess/">https://evolve.cityandguilds.com/secureassess/</a></p>	<p><b>The following can then be saved or printed when on the Invigilation screen</b></p> <ul style="list-style-type: none"> <li>• Attendance Register -To confirm and record the attendance of candidates</li> <li>• Supervision Report -To be completed and submitted to City &amp; Guilds in the event of any disruption to the exam i.e. fire alarm, power failure, etc.</li> <li>• Exam Keycode -To be given to the candidate</li> </ul>																														
<p>2. Select Exams Required and click “Print Invigilation Pack”</p>	 <p>The screenshot shows the SecureAssess interface with the 'Invigilation' tab selected. A table lists exam details, and the 'Print Invigilation Pack' button is highlighted with a red circle.</p> <table border="1"> <thead> <tr> <th>S...</th> <th>PIN</th> <th>Exam Name</th> <th>Keycode</th> <th>Centre Name</th> <th>Qualification</th> <th>Exam Date</th> <th>End Date</th> <th>Exam T...</th> <th>End Time</th> <th>Candidate</th> <th>E...</th> <th>U...</th> <th>Inv...</th> <th>...</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>3v5k</td> <td>9898-111 Nav Test</td> <td>CCTXTTC2</td> <td>99TRNG - City and Guilds Trainers Centre</td> <td>9898 Navigation Tests</td> <td>08/08/2014</td> <td>08/08/2014</td> <td>00:00:00</td> <td>23:59:00</td> <td>Aaron Aaronson</td> <td></td> <td></td> <td>Yes</td> <td>60</td> </tr> </tbody> </table>	S...	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam T...	End Time	Candidate	E...	U...	Inv...	...	R	3v5k	9898-111 Nav Test	CCTXTTC2	99TRNG - City and Guilds Trainers Centre	9898 Navigation Tests	08/08/2014	08/08/2014	00:00:00	23:59:00	Aaron Aaronson			Yes	60
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3. Select 'Create Invigilation Pack using selected exams'




4. Select Finish



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### Printing Invigilation Packs – Using Wizard

1. Access SecureAssess:  
<https://evolve.cityandguilds.com/secureassess/>

### The following can then be saved or printed

- Attendance Register -To confirm the candidates will be sitting the exam
- Supervision Report -To be completed and submitted to City & Guilds if any interruptions occur i.e. fire alarm
- Exam Keycode -To be given to the candidate

2. Select 'Print Invigilation Pack'




The screenshot shows the SecureAssess interface with the 'Print Invigilation Pack' button highlighted in a red circle. The interface includes a navigation bar with 'Home', 'Invigilation', 'Results', and 'Personal Profile Management'. Below the navigation bar, there are filters for 'Key' (Locked For Invigilator, In Progress, Paused, Finished) and checkboxes for 'Today's exams' and 'Invigilated exams'. A table displays exam details for a candidate named Aaron Aaronson, including exam name, keycode, centre name, qualification, exam date, end date, exam time, end time, candidate name, and invigilation status. At the bottom of the table, there are buttons for 'Modify Duration', 'Set PIN', 'Remove PIN', 'Unlock', 'Pause', 'Resume', 'Void', 'Print Invigilation Pack', 'Select All in Page', and a refresh icon.

S...	PIN	Exam Name	Keycode	Centre Name	Qualification	Exam Date	End Date	Exam T...	End Time	Candidate	E...	U...	Inv...	...
R	3v5k	9898-111 Nav Test	CCTXTC2	99TRNG - City and Guilds Trainers Centre	9898 Navigation Tests	08/08/2014	08/08/2014	00:00:00	23:59:00	Aaron Aaronson			Yes	60

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### 3. Select Centre, Qualification and Exam

**Print Invigilation Pack**

Select Qualification & Exam | Select Date & Time | Output Options | Output Options

Select Centre:  Clear

99TRNG - City and Guilds Trainers Centre

Select Qualification:  Clear

9898 Navigation Tests

Select Exam:  Clear


9898-111 Nav Test

Next Cancel

### 4. Enter start date

**Print Invigilation Pack**

Select Qualification & Exam | **Select Date & Time** | Output Options | Output Options

Start date:  

Start time:  :


End time:  :

Back Next Cancel



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5. Select candidates by checking the box

**Print Invigilation Pack**

Select Qualification & Exam | Select Date & Time | **Output Options** | Output Options

99TRNG - City and Guilds Trainers Centre

Enrolment No.	ULN	First Name	Surname	Selected
		Aaron	Aaronson	<input checked="" type="checkbox"/>
NAVTEST		Navigation	Navtest	<input type="checkbox"/>

**Back** **Next** **Cancel**

6. Click finish

**Print Invigilation Pack**


Please choose the Items you require for printing:

- Attendance Register
- Supervision Report
- Keycode Slips
  - One Keycode per page
  - Multiple Keycodes per page

**Finish** **Cancel**

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## Exam Delivery

**Starting Exam**

**Finishing Exam**

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1. To open the Secure Client on the testing machine select the following icon:



2. When the candidate is ready, instruct them to enter their Keycode (to be supplied via the Invigilation pack).
3. The candidate will then confirm their details. If the exam is not in their name they need to alert the Invigilator.
4. The Candidate will then be asked to enter the PIN. **This will be read out by the Invigilator.**
5. The candidate will then start the exam.

1. Once the Candidate is ready to finish the exam, they select 'Finish'.
2. The Invigilator then needs to check the exam status has updated to 'complete' on the Invigilation page within SecureAssess: <https://evolve.cityandguilds.com/secureassess/>

## Results

1. After testing access the Results page within SecureAssess: <https://evolve.cityandguilds.com/secureassess/>
2. Select the candidate you wish to print a report for.
3. Select 'Candidate Report'.
4. You can now print or save the report, below is an example of a candidate's score report.

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### Results Summary:

Candidate Name	Enrolment No.	ULN	Test Date	Result
James Hincliffe			07/11/2013	Pass

### Results Breakdown:

unit 1	Percentage Correct of All Marks Available
follow instructions	100.00
Total	100.00
unit 2	Percentage Correct of All Marks Available
Free typing	100.00
Total	100.00
Exam Total	100.00

- All results are provisional until displayed on Walled Garden.
- Summative tests will be processed to the Walled Garden within 48 hours of receipt.
- Functional Skills exams can take up to 20 working days to be processed to the Walled Garden from the point of receipt.
- Underpinning Knowledge Exams do not automatically upload to Walled Garden; this is done manually by the centre.

## Offline testing

### Downloading Exams


1. Open SecureClient:

### Uploading Exams

1. Open SecureClient.

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<https://evolve.cityandguilds.com/secureassess/>

2. Press 'Show Admin'.
3. Input your username and password.
4. Select 'Download Exams'.
5. Select the relevant candidate and exam you wish to download to your machine.
6. Enter a PIN for the exam.
7. Select 'Download Exams'
8. Press 'Close Download Window'.
9. Exams should then appear with a 'Ready' Status. The exam is not available to be sat offline until it is showing as 'Ready' on the Show Admin screen.

2. Press 'Show Admin'.
3. Input your username and password.
4. Select completed exams.
5. Press 'Upload Exams'.
6. Confirmation is given of status of upload.

**Exams need to be uploaded 30 days from the scheduled exam date.**

## FAQ

**Q.** The candidate has finished their exam but on the Invigilation page the following status is against their name:



**A.** This means the exam has disconnected from the internet. Return to the candidate's machine and follow the upload procedure (page 6).

**Q.** The candidate has not attended their exam session, do I need to void the exam and rebook?

**A.** No. The exam can be sat up to 30 days after the exam test date. After this the exam will automatically void and will need to be rebooked.

**Q.** I invigilated an exam offline and when proceeding to upload the exam was not present on the screen

**A.** All exams which have been completed offline will automatically upload once you reconnect to the internet. Check the e-volve website to check the result is present.

**Q.** Where can I find 'step by step' guides and more FAQ's for e-volve?

**A.** Access the following website: <http://www.cityandguilds.com/evolve>