SkillsBuilder Assessments

User Guide

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Configuring the Assessments

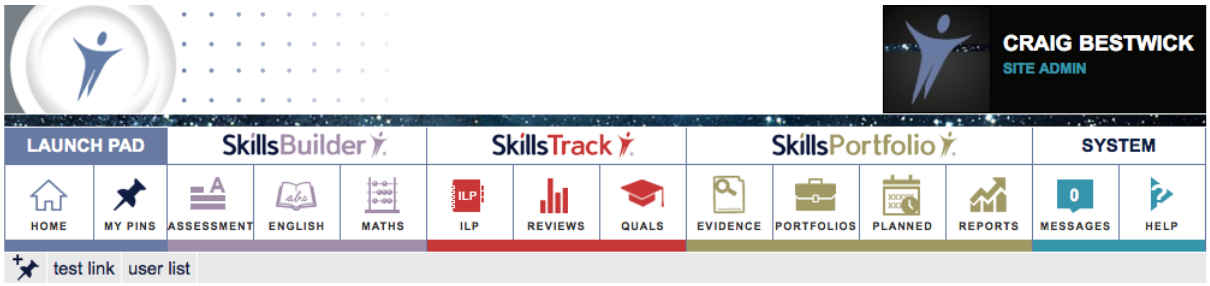
Checklist

To access must have purchased and been assigned to:

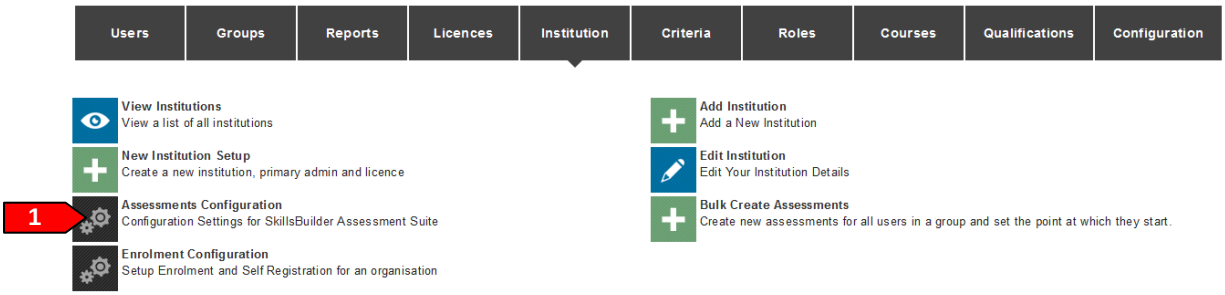
Roles(s): Primary/Administrator.

You can configure the assessments to hold learners at the end of a specific assessment, preventing them from taking the next assessment until you allow them to. You can also make learners, on completion of an assessment, continue directly into the next assessment removing the option to finish.

1. From the **Launch Pad**, select the double-headed arrow to expand the **Admin** button options. Then select **Institution**.



2. Select **Assessments Configuration**.



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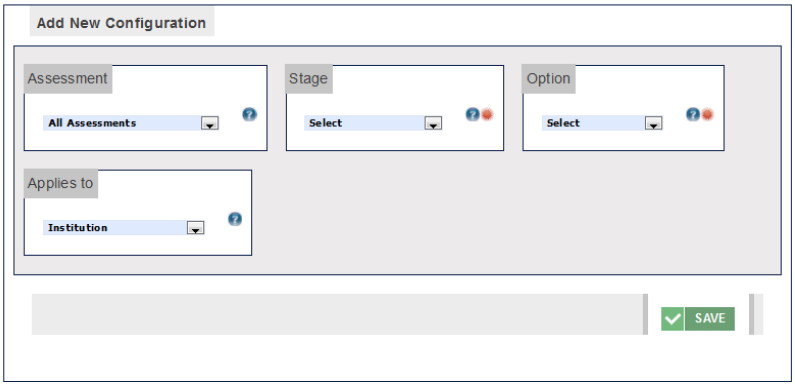
3. Follow the on screen example, help and tool tips to configure the assessments as required.

Assessment	Stage	Option	Applies to	Actions
English Assessment	Completed Screening	Autostart	Institution	DELETE
English Assessment	Completed IA	Pause at Point	Institution	DELETE
Maths Assessment	Completed Screening	Autostart	Institution	DELETE
Maths Assessment	Completed IA	Continue at Point	M Continue	DELETE
Maths Assessment	Completed IA	Hold at Point	M Hold	DELETE
Maths Assessment	Completed IA	Pause at Point	Institution	DELETE



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Bulk Create Assessments

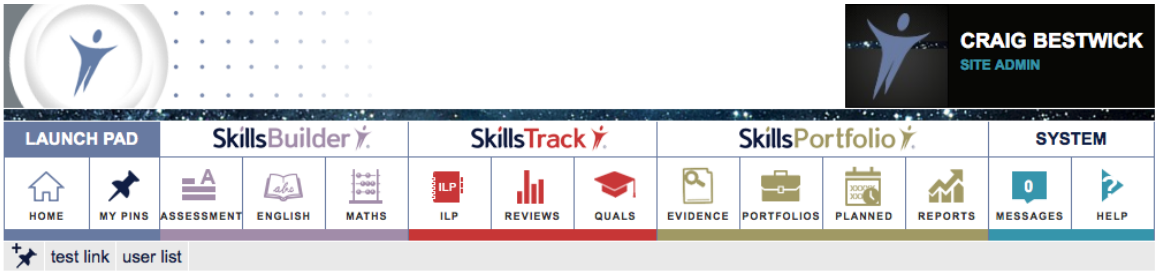
Checklist

To access must have purchased and been assigned to:

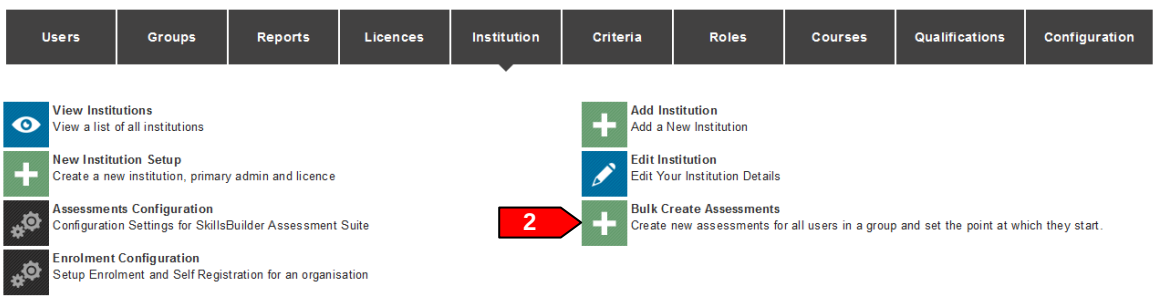
Roles(s): Primary/Administrator.

The assessments are taken in the order Screening, Initial and Diagnostic. If you require learners to start at anything other than the Screening assessment, you will need to put all the learners you wish to bulk set into one group, to be able to set their assessments to either Initial or Diagnostic assessment.

1. From the **Launch Pad**, select the double-headed arrow to expand the **Admin** button options. Then select **Institution**.



2. Select **Bulk Create Assessments**.



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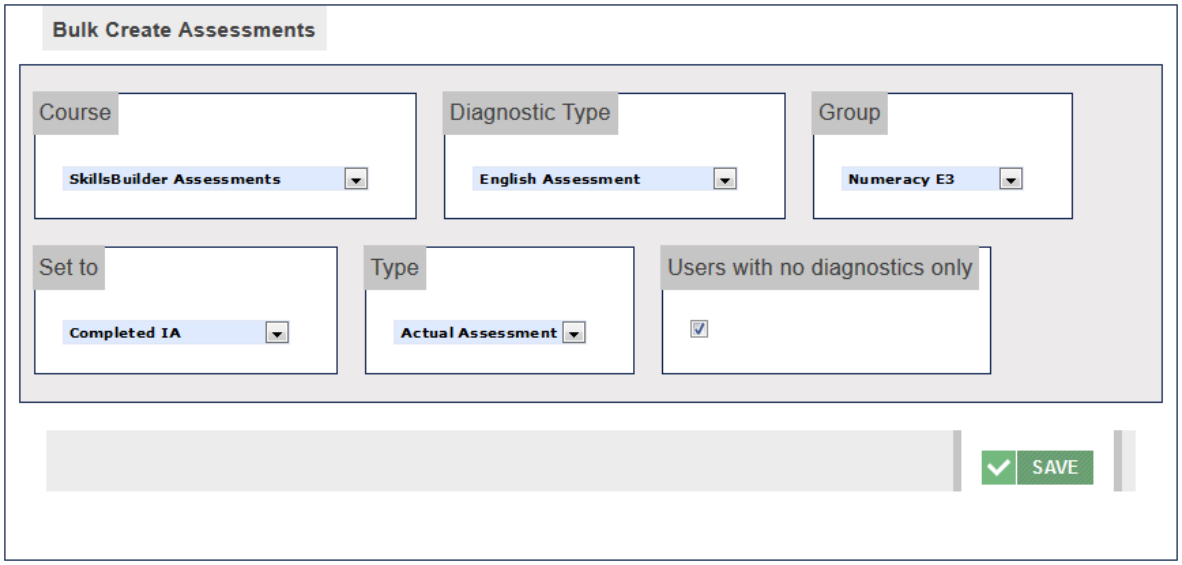
3. Leaving the **User with no diagnostics only** box checked, will only bulk set the assessments of learners in the group that have no diagnostic attempts. Un-checking it will bulk set the assessments of all learners, adding a new set attempt to those who already have diagnostic attempts.



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Taking the Assessments

Checklist

To access must have purchased and been assigned to:

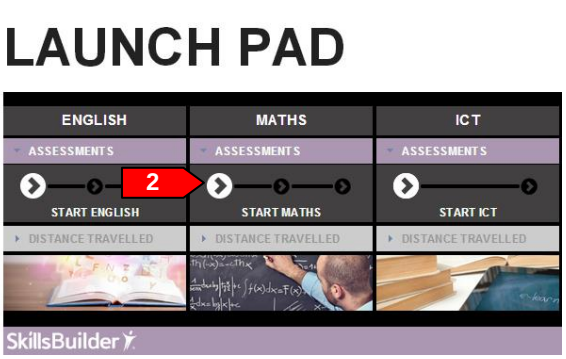
Roles(s): Learner.

Course(s): SkillsBuilder Assessments.

Additional: 'Pop up Blockers' **must be disabled** or **set to allow** pop-ups from this site.

1. Having logged on, the assessments appear in the SkillsBuilder panel of the home page. The first assessment will be a screening assessment.

2. Select the appropriate button to take it. Proceed with the assessment by following the instructions on the screen.

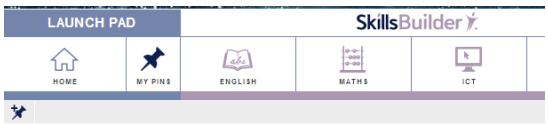


At any point within the Screening, Initial and Diagnostic assessments, closing the assessment window will exit the assessment and save the results. Learners will be able to continue their assessment by selecting the appropriate continue button on their home page.

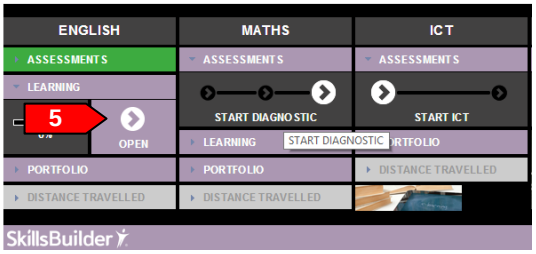
3. At the end of the Screening assessment, the learner can either take the Initial Assessment or view their results. Closing the results page will return them to their homepage. They can start the Initial assessment by selecting the Start English or Maths Initial button. The assessments can be configured so that the Initial Assessment starts straight after the screening assessment has been completed, removing the option to view the Screening results.

4. At the end of the Initial assessment, the learner can either take the Diagnostic assessment or view their results. Closing the results page will return them to their homepage. They can start the Diagnostic assessment by selecting the Start English or Maths Diagnostic button, unless the assessments have been configured for your institution to hold at end of the Initial Assessment.

5. On completion of the diagnostic, the learner will be presented with an option to view their diagnostic results if they have been permitted to do so.



If the learner has been assigned to the Learning Resources they will be able to view their Individualised Skills Plan and work through it.



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Viewing Assessment Results

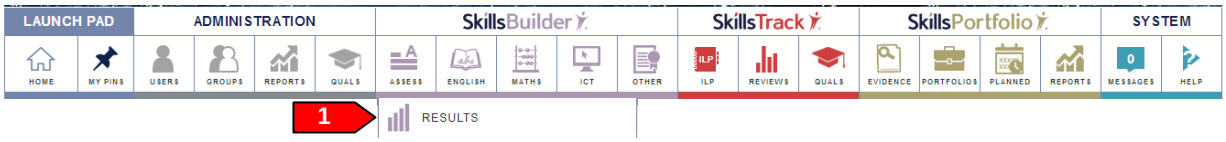
Checklist

To access must have purchased and been assigned to:

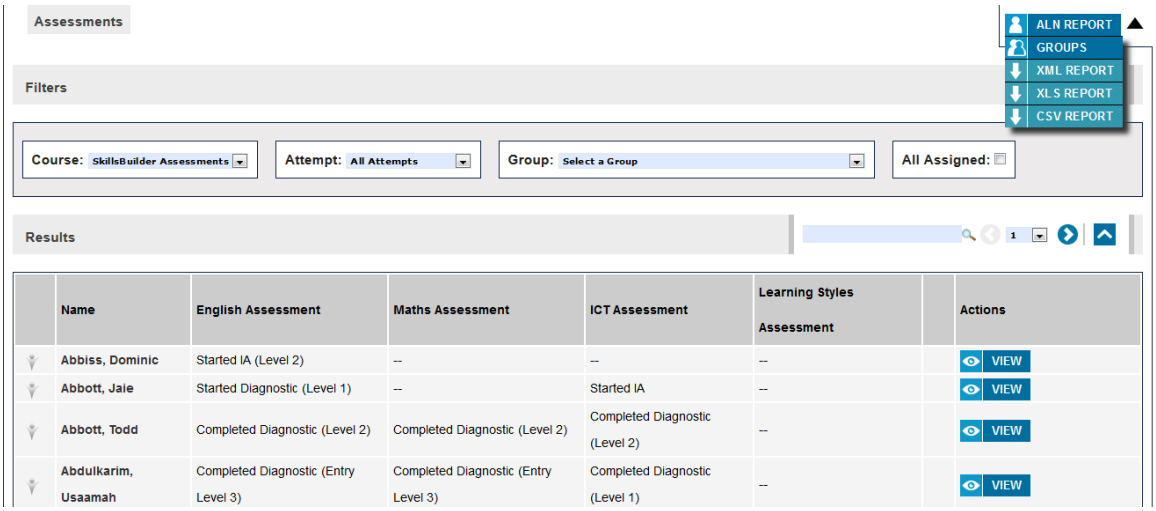
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

1. Select **Results**.



This page shows the students progress through the Screening, Initial and Diagnostic assessments, as well the level they have achieved for the last assessment they have completed. Only learners who have started an assessment will be shown.



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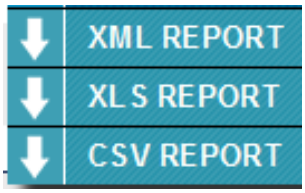
Page Features

Allows you to filter between different assessment courses, actual/distant travelled attempts and learner groups.

All Assigned

Checking this shows all of the learners who are assigned to the assessments course, including those who haven't yet started an assessment attempt

Shows the assessment, completion status and level of any attempts additional to the original attempts. The oldest will be at the bottom, with the newer at the newest at the top of the hover over.



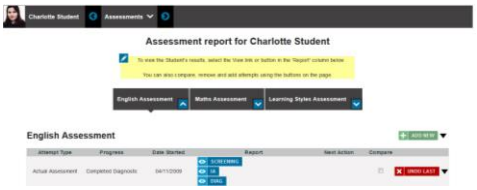
Save the group results page to XML, XLS and CSV. The results will be emailed to you provided that you have a valid email address in your profile.

Additional Learning Needs indicator.

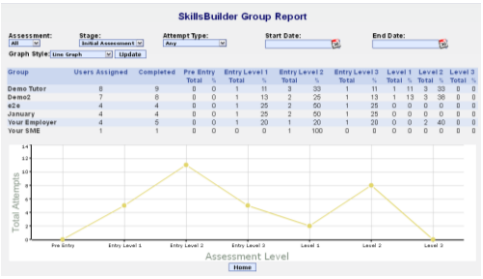
Student's profile page.

Learner's assessment reports.

Selecting the user's name will also take you to this page.

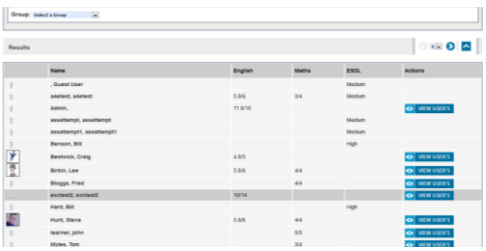


Group report.



ALN Report

Learners will only appear in this report if they score over 60% of the dyslexia or dyscalculia question incorrect. This is as per the assessments. Selecting will download the report in csv format.



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Viewing Assessment Reports

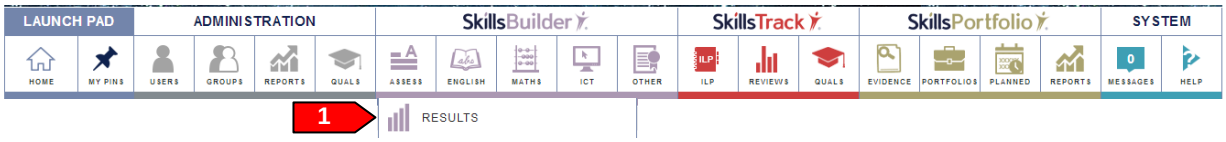
Checklist

To access must have purchased and been assigned to:

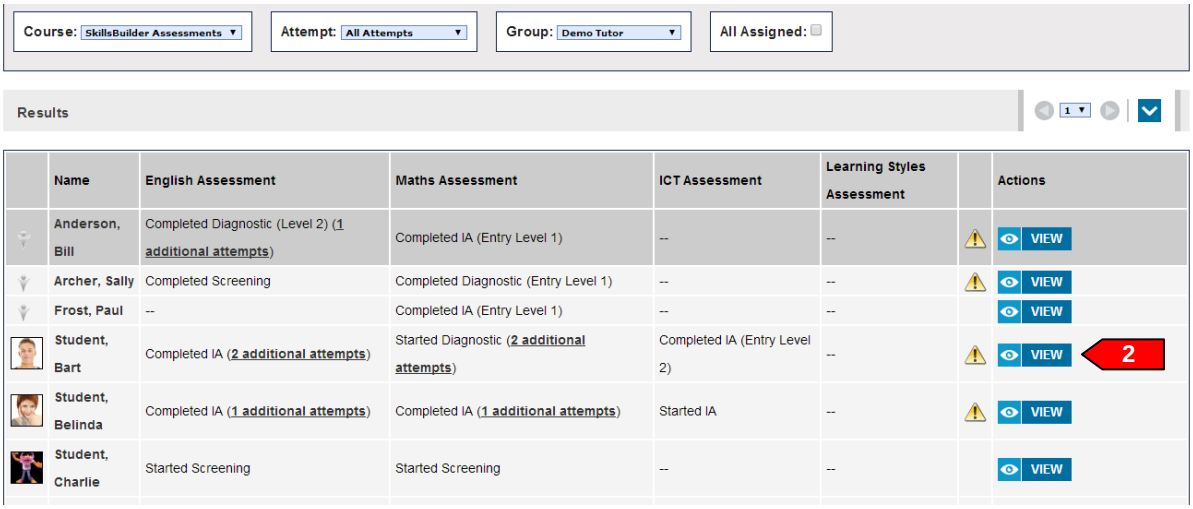
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

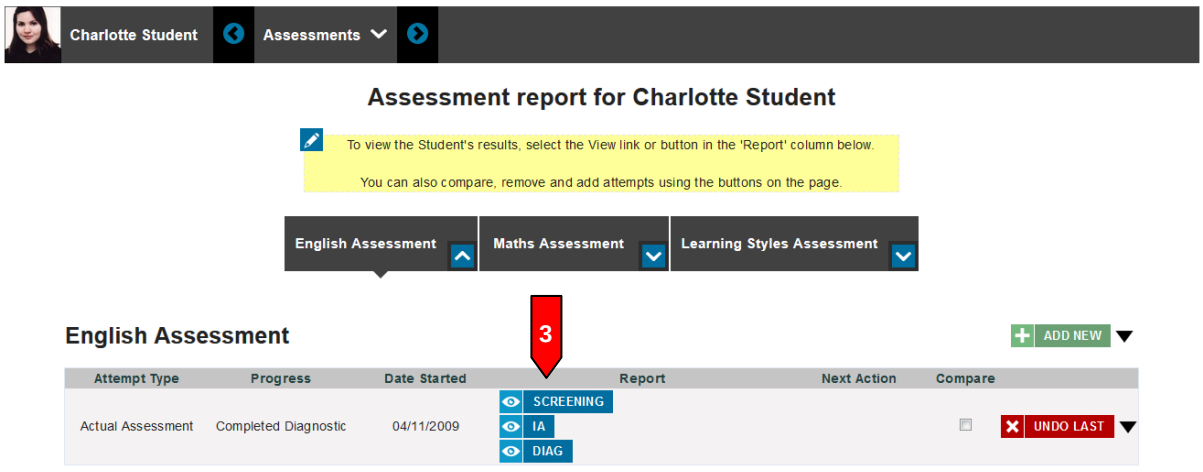
2. Select **Results**.



1. Select **View** against the Learner's name to bring up their assessment results page.



2. Under the report column, select the link for the assessment report you wish to view.



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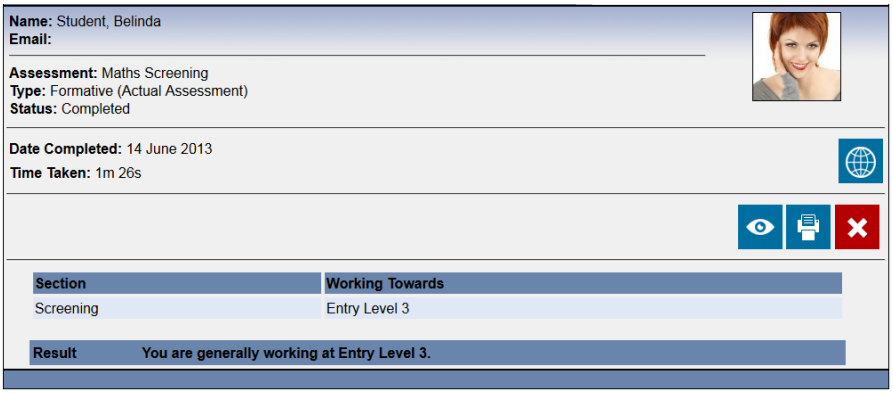
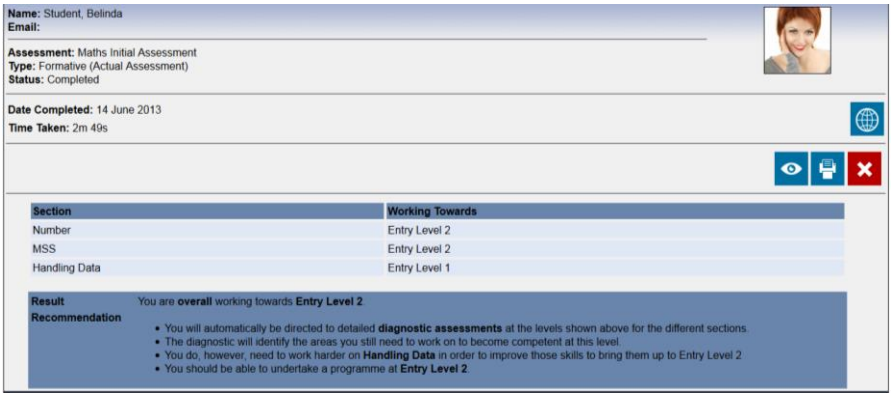
See the **Best Practice guide** for interpreting the assessment results. This is located in the **Tutor Resources/Paper Versions** section, of the SkillsBuilder Assessments course, which you will need to be assigned to.

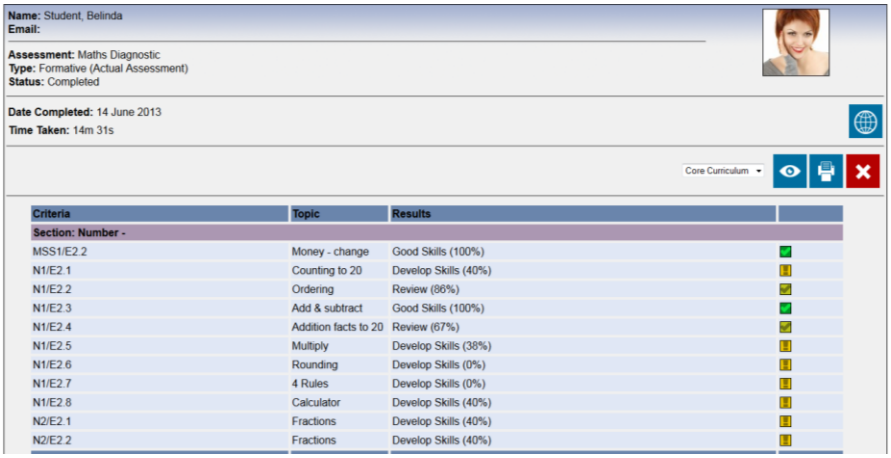
Screening report



Initial assessment report



Diagnostic Report



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Starting a New Assessment Attempt/Distance Travelled

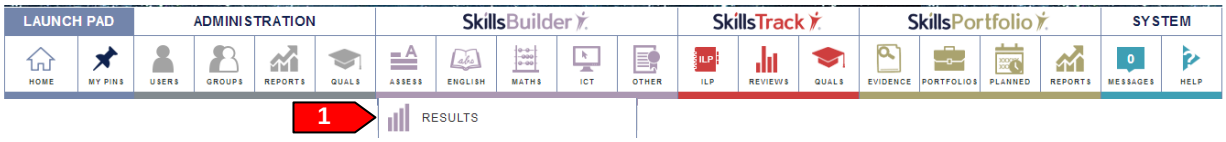
Checklist

To access must have purchased and been assigned to:

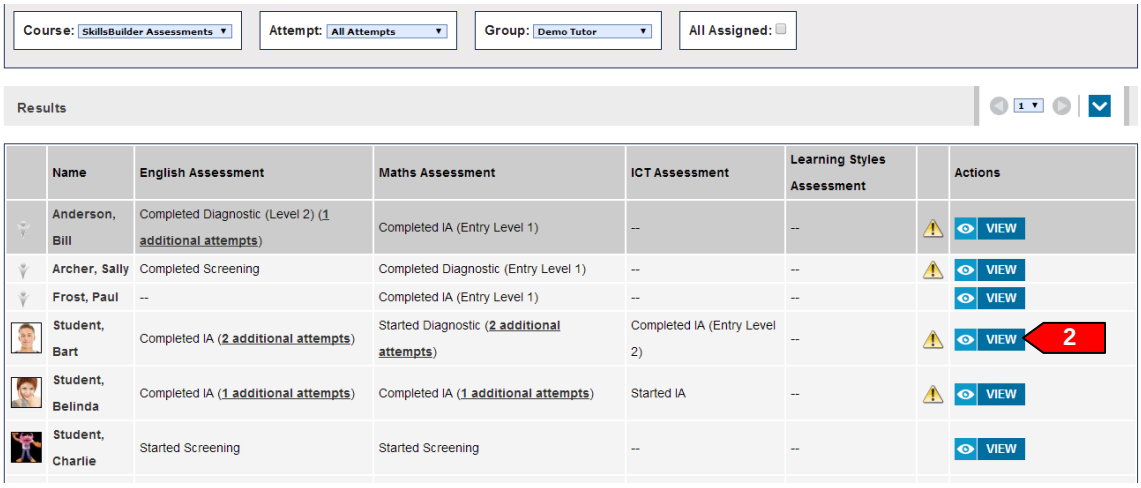
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

3. Select **Results**.



1. Select **View** against the Learner's name to bring up their assessment results page.



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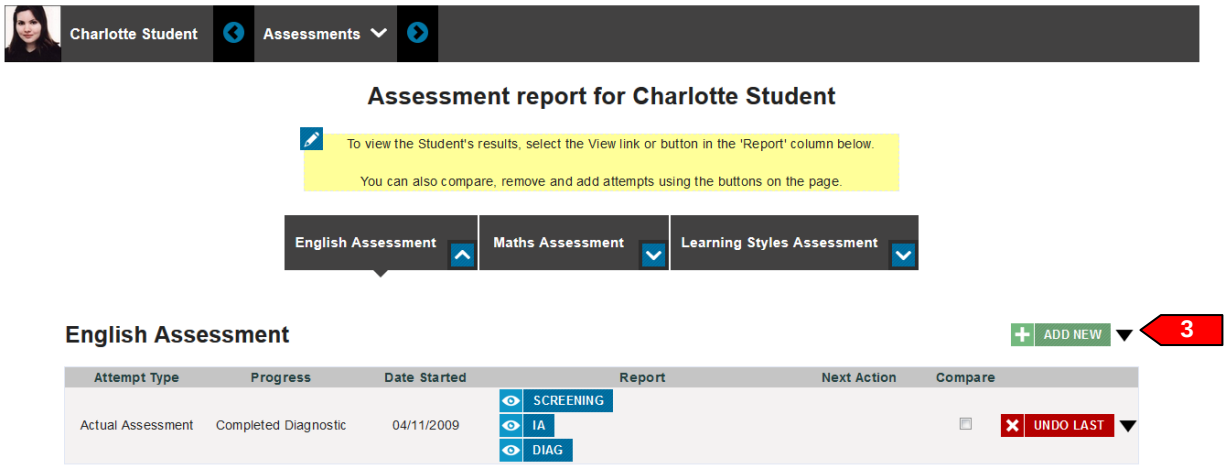
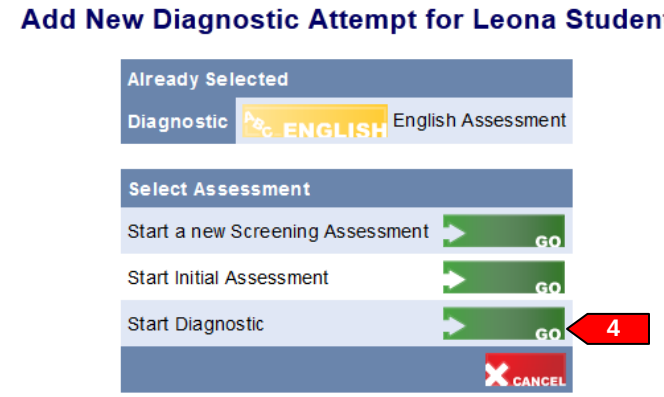
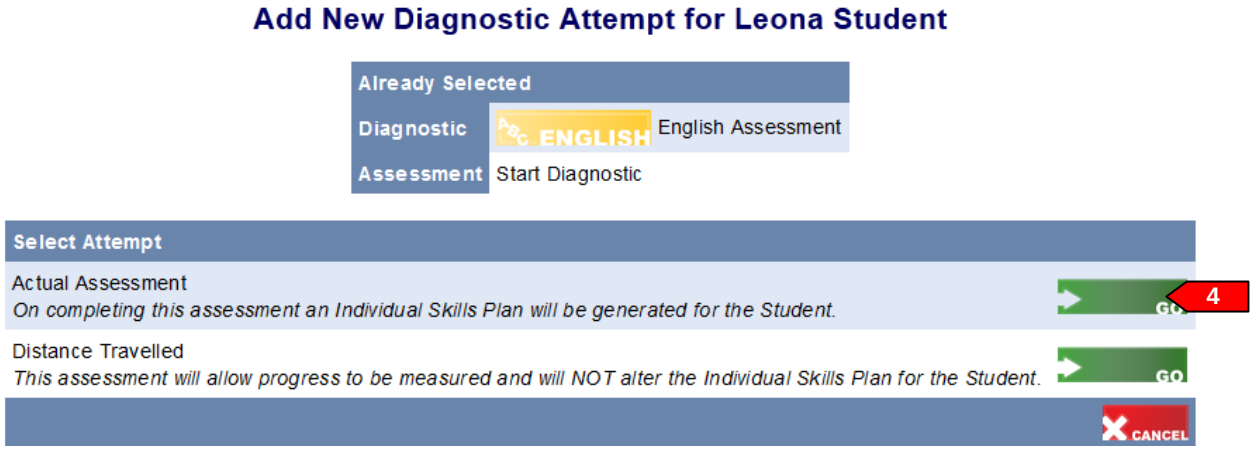
2. Select **Add New**



3. Select the appropriate attempt you wish to start.





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Distance Travelled

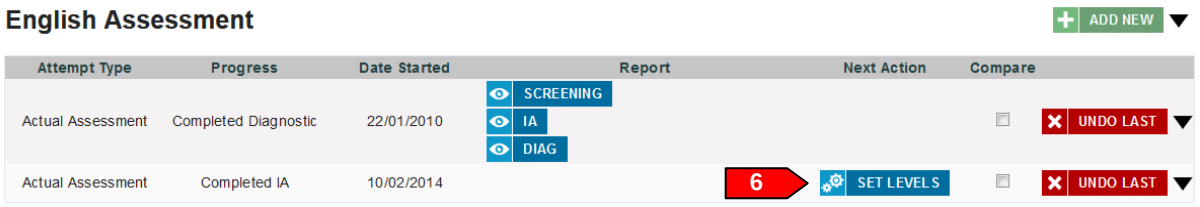
Tutor/Admin Start

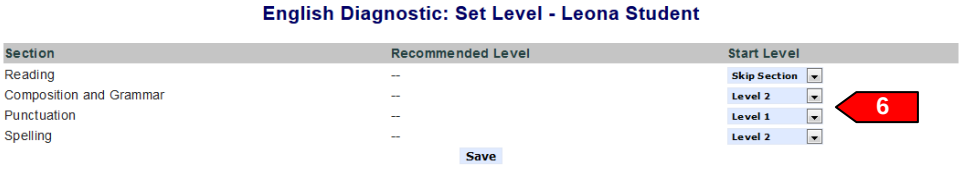
To start a new distance travelled for a learner.

4. Repeat steps 1 to 4 selecting **Start Diagnostic** and **Actual Assessment**.

5. The levels will automatically be set the levels of the Actual Diagnostic Assessment attempt that the learner took. Completing a Distance Travelled **WILL NOT** assign new materials to the ISP.

   If you wish to do a distance travelled at any point during the learner's progress through their skills plan, select **Set Levels** to skip sections if required.

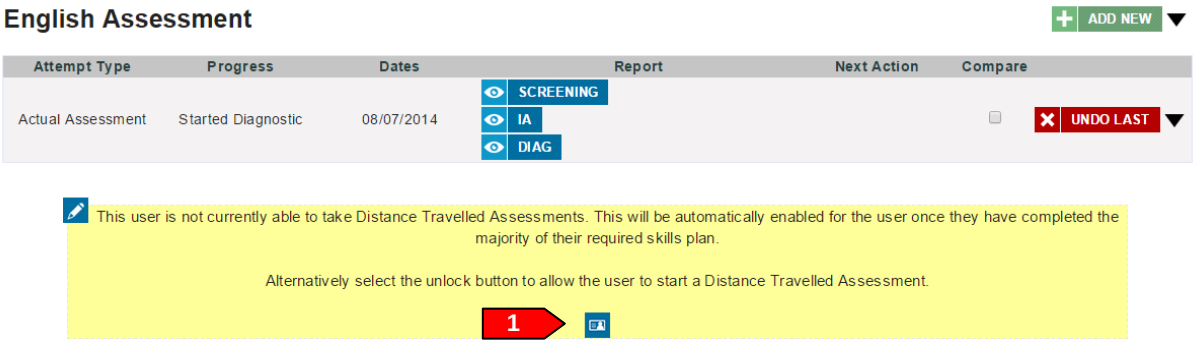




Learner Start

Learners cannot start their own distance travelled by default.

1. Select the blue button to unlock the learner's ability to start their own distance travelled assessment. This can only be done by tutors and upwards through their own user accounts, not through the learner's account.



2. A distance travelled attempt will appear. The levels will be set to those of your most recent actual diagnostic assessment attempt.

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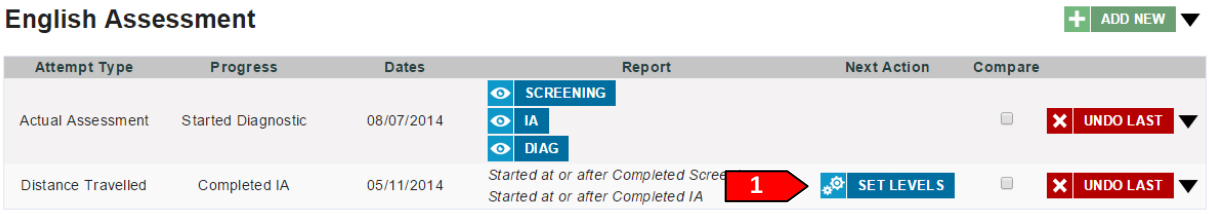
Diagnostic/Moving Up a Level

1. Select **Set Levels** for the new diagnostic assessment attempt.



2. Select the appropriate level for each section and select save. If the learner is already at the desired level for a section, choose **Skip Section**. On completion of the assessment, additional learning resources will be assigned to the learner's ISP.

Comparing Distance Travelled to Actual assessment

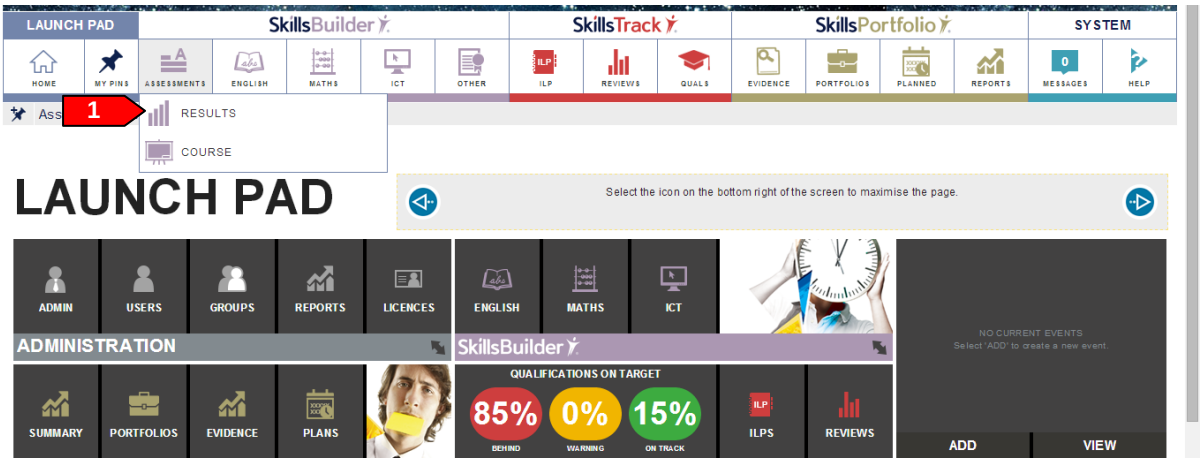
Checklist

To access must have purchased and been assigned to:

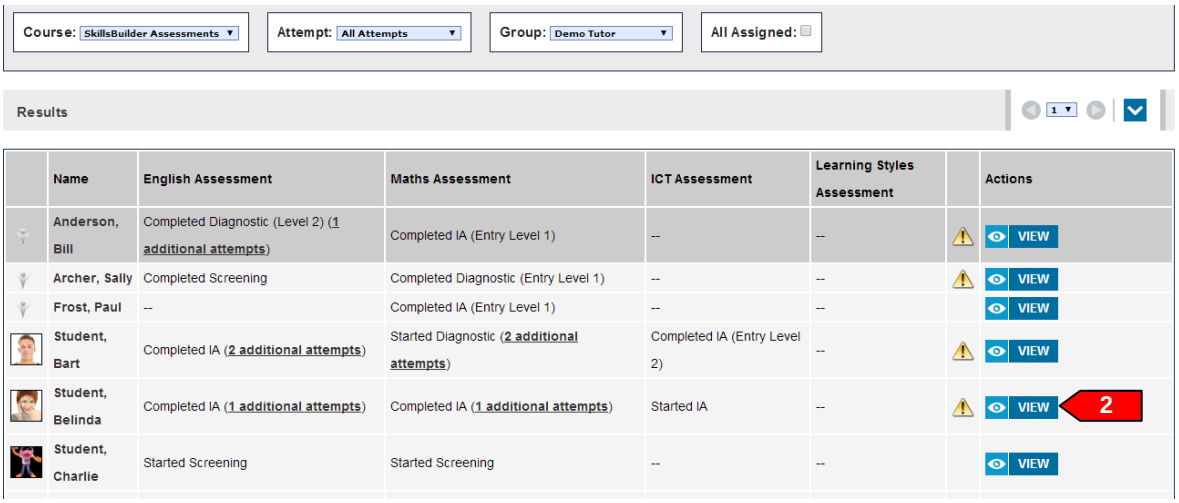
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

4. Select **Results**.



2. Select **View** against the Learner's name to bring up their assessment results page.



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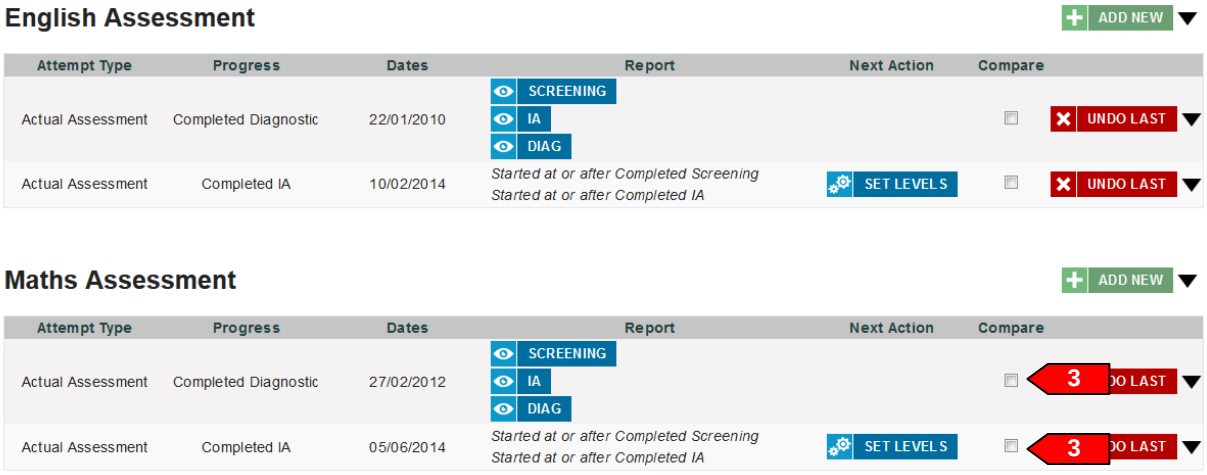
3. Check the compare box against assessments you wish to compare. You can only compare 2 assessment results at a time.



Name: Student, Leona
Email: leona@forskills.co.uk

Assessment: English Diagnostic
Type: Formative

Status: Completed
Date Taken: 25 January 2010
Time Taken: 23m 24s

Criteria	Topic	Results
Section: Reading -		
Rt/E3.1	Comprehension	Good Skills (1 / 1)
Rt/E3.3	Purpose & audience	Develop Skills (1.5 / 2.5)
Rt/E3.4	Comprehension	Develop Skills (0 / 0.5)
Rt/E3.5	Locating information	Develop Skills (0.3 / 1)
Rt/E3.6	Comprehension	Develop Skills (0.1 / 0.3)
Rt/E3.7	Comprehension	Develop Skills (0.1 / 0.3)
Rt/E3.8	Detailed reading	Develop Skills (0.1 / 0.4)
Rt/E3.9	Images	Review (3.8 / 5)
Rs/E3.1	Purpose & audience	Develop Skills (1.5 / 2.5)
Rs/E3.3	Context	Develop Skills (0.3 / 1)
Rw/E3.1	Reading key words	Review (2 / 2.5)
Rw/E3.2	Reading key words	Good Skills (10 / 10)
Rw/E3.4	Alphabetical order	Good Skills (5 / 5)
Rw/E3.5	Comprehension	Review (2 / 2.5)
Entry Level 3		**80% (27.7 / 34.5)**
Section: Composition and Grammar -		
Wt/E3.2	Sequencing	Good Skills (2.5 / 2.5)

Status: Completed
Date Taken: 28 January 2010
Time Taken: 14m 42s

Criteria	Topic	Results
Section: Reading -		
Rt/E3.1	Comprehension	Good Skills (1 / 1)
Rt/E3.3	Purpose & audience	Develop Skills (1.5 / 2.5)
Rt/E3.4	Comprehension	Good Skills (0.5 / 0.5)
Rt/E3.5	Locating information	Review (0.7 / 1)
Rt/E3.6	Comprehension	Review (0.2 / 0.3)
Rt/E3.7	Comprehension	Review (0.2 / 0.3)
Rt/E3.8	Detailed reading	Review (0.3 / 0.4)
Rt/E3.9	Images	Good Skills (5 / 5)
Rs/E3.1	Purpose & audience	Develop Skills (1.5 / 2.5)
Rs/E3.3	Context	Review (0.7 / 1)
Rw/E3.1	Reading key words	Good Skills (2.5 / 2.5)
Rw/E3.2	Reading key words	Review (7.8 / 10)
Rw/E3.4	Alphabetical order	Good Skills (5 / 5)
Rw/E3.5	Comprehension	Good Skills (2.5 / 2.5)
Entry Level 3		**85% (29.3 / 34.5)**
Section: Composition and Grammar -		
Wt/E3.2	Sequencing	Good Skills (2.5 / 2.5)

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Deleting Assessment Attempts

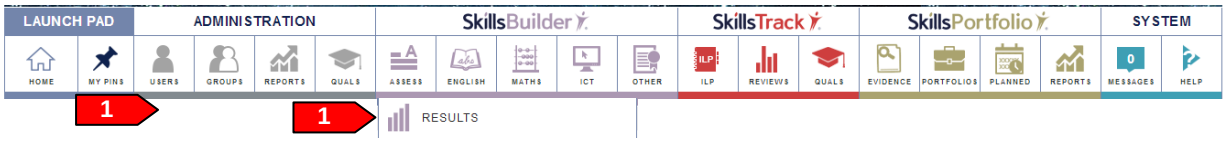
Checklist

To access must have purchased and been assigned to:

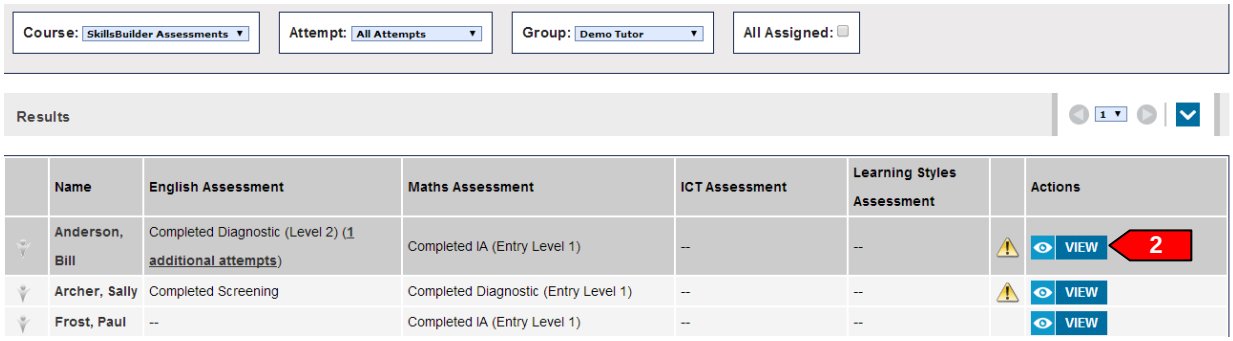
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

5. Select **Results**.



2. Select **View** against the Learner's name to bring up their assessment results page.



Undo Last - Removes the last step of the assessment. For example, if on the diagnostic assessment, it would be removed allowing you to start the diagnostic assessment again.

Assessment - Completely removes the attempt including all assessments.

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Tutor Resources/Paper Versions

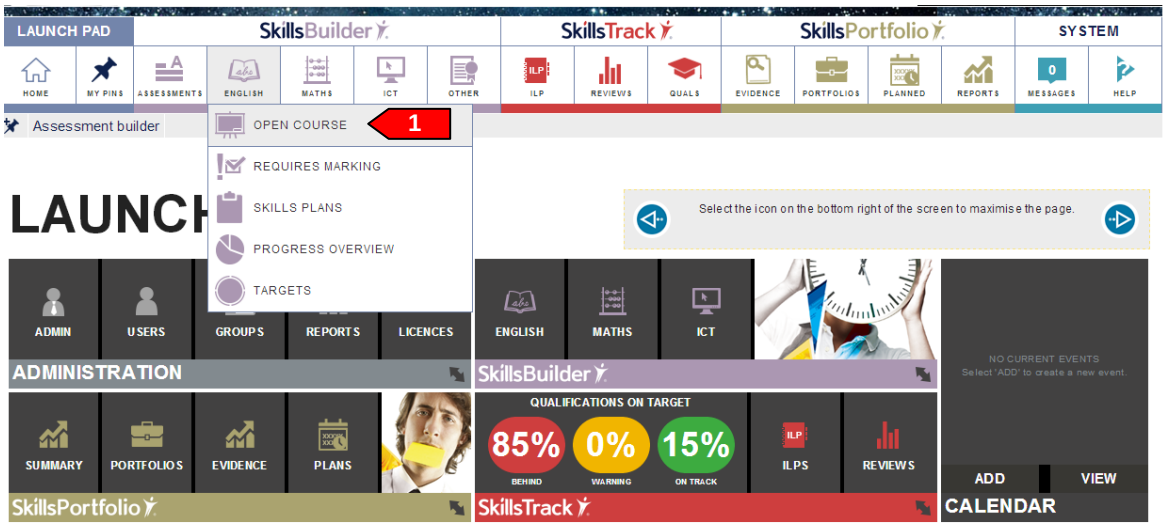
Checklist

To access must have purchased and been assigned to:

Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

1. Select the **Open Course** link under the appropriate course.



2. Select any of the links under the other topics to bring up the PDF document to read, save, or print.

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Uploading Paper Based Assessment Results

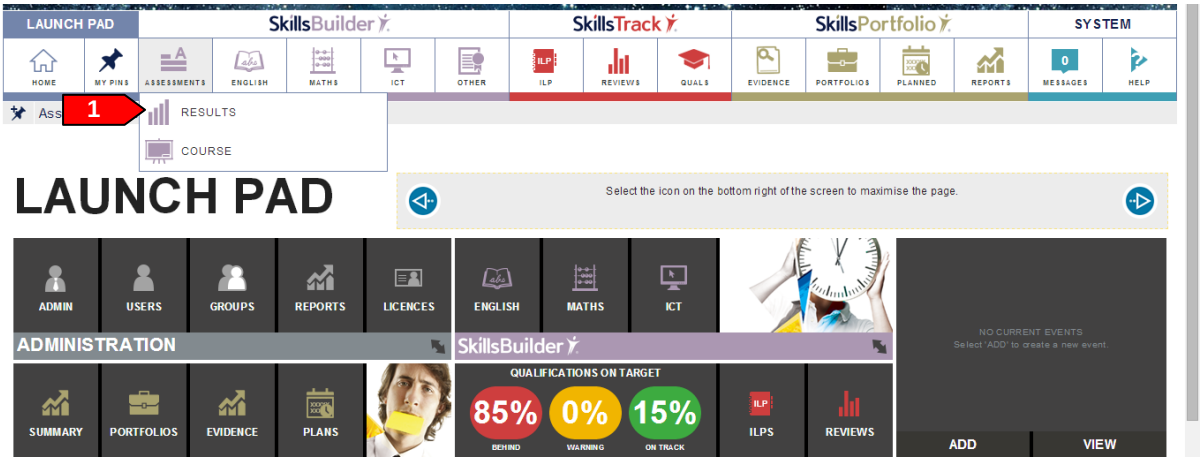
Checklist

To access must have purchased and been assigned to:

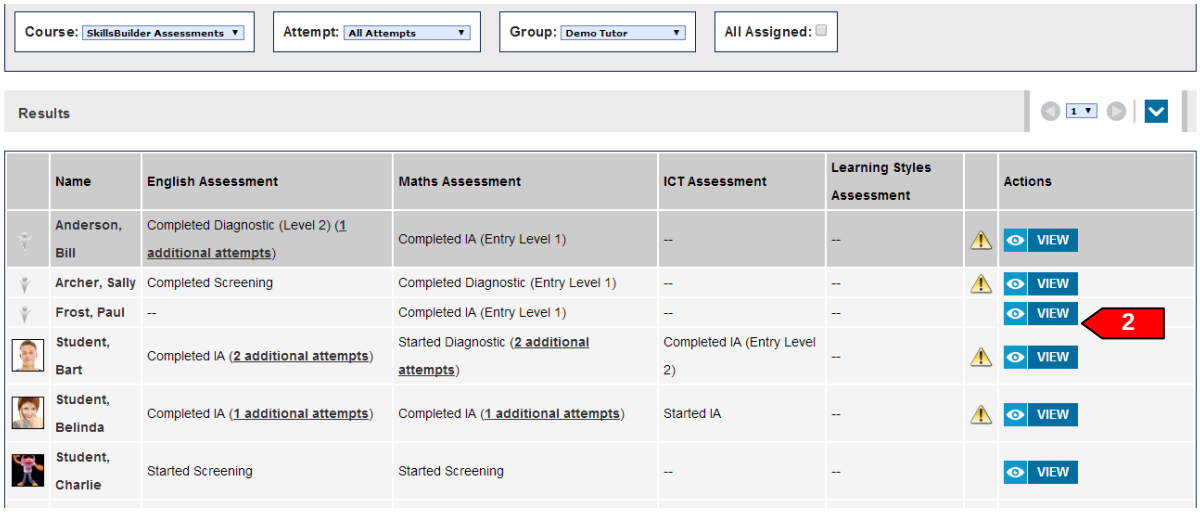
Roles(s): Primary/Administrator, Course/Group Tutor.

Course(s): SkillsBuilder Assessments.

6. Select **Results**.



2. Select **View** against the Learner's name to bring up their assessment results page.



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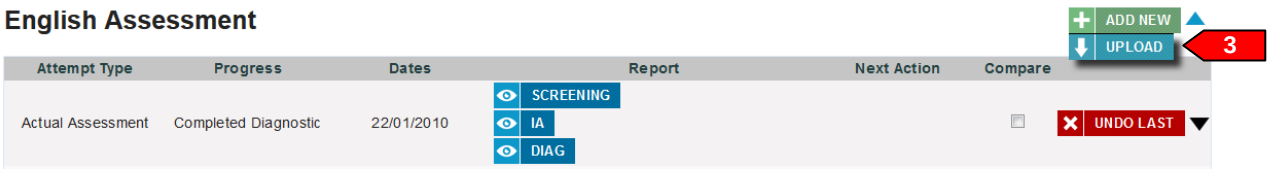
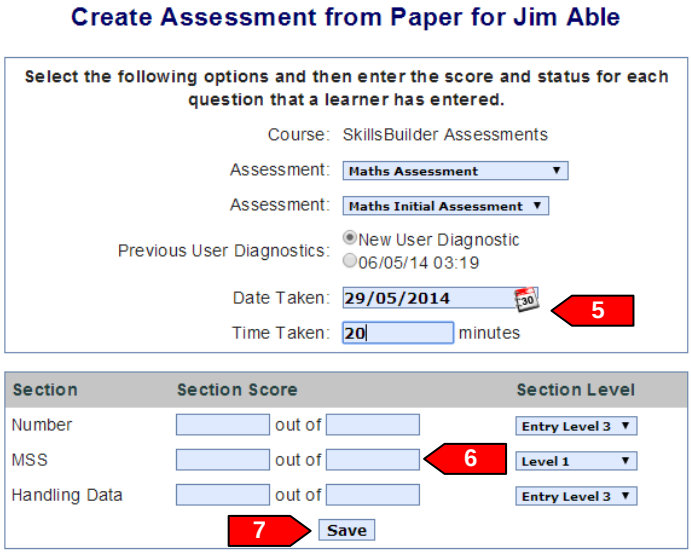
3. Select the **Upload** icon.



4. Select the appropriate assessment and assessment type.

5. Select date and time taken.

6. The section scores are optional fields, but in order to create a new diagnostic, the section levels must be completed. If you are working with an overall initial assessment result, select the same level for each section.

7. Select **Save**.