



XAMS Centre User Guidance



Contents

Section 1 - Accessing XAMS	1
System requirements	1
Enable pop-ups	1
Logging in	1
Section 2 - Scheduling assessments	2
Creating a schedule	2
Editing and deleting schedules	2
Printing schedule information	3
Results screen	3
Section 3 - The learner experience	4
Taking a test online	4
Learner home screen	4
Exam screen	5
Beginning the exam	5
Answering the questions	6
Section 4 - Administering speaking, listening and communication (SLC).....	7
Creating a schedule	7
SLC results entry.....	7
Selecting the appropriate assessment.....	7
Completing the schedule task details	7
Entering the results data.....	7
Results	7
Results screen	8
Individual learner results	8
Multiple learner results.....	8
Resits	8

Version history

Version Number	Date	Description
2	April 2021	Updated information and branding
3	January 2022	Updated section 2

Section 1 - Accessing XAMS

System requirements

XAMS can be accessed through any mainstream browser – eg **Internet Explorer (version 9 or higher), Chrome, Firefox, Safari, Edge** etc.

Enable pop-ups

Pop-up blocking must be **switched off** to use certain parts of the system. In particular, learners will not be able to run exams if pop-up blocking is switched on.

Instructions on enabling pop-ups for some of the more commonly used browsers can be found at:

IE11: <http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-11>

IE10: <http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-10>

IE9: <http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-9>

IE8: <http://windows.microsoft.com/en-gb/internet-explorer/ie-security-privacy-settings#ie=ie-8>

Chrome: <https://support.google.com/chrome/answer/95472?hl=en-GB>

Firefox: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings

Edge: <https://support.microsoft.com/en-us/microsoft-edge/block-pop-ups-in-microsoft-edge-1d8ba4f8-f385-9a0b-e944-aa47339b6bb5>

Logging in

Go to <http://aim.xams.co.uk> and enter the User ID and Password. This will take you to the home screen.

Important: you should only ever have **one user session active at any time**. For example, you should not try to log in as a centre user in one browser tab/window while a learner is logged in at another. If you do this, one or both users will be logged out.

To log out of the system, click on **'logout'** in the menu at the top of the screen.

Section 2 - Scheduling assessments

All assessments must be scheduled via the AIM Portal. If you need login details for the AIM portal, please contact enquiries@aim-group.org.uk and the customer experience team will set up an account for you.

All exams must be scheduled 48 hours prior to the examination date and time. For example, if an exam needs to be scheduled for Wednesday morning at 10am the exam schedule must be submitted on the AIM portal Monday morning before 10am.

All exams must be set to a two-hour window. For example, if the start time of the exam is 1pm the end time will be 3pm the same day.

Creating a schedule

To schedule an online exam on the AIM portal:

1. click **'Actions'**, then **'Your Runs'**
2. find the relevant Run and select the Run ID
3. click **'Results'**, then **'Assessment Scheduling'**
4. select the relevant unit from the dropdown menu
5. enter the assessment start and end date/time
6. select the site
7. select the check box **'Show all Eligible Learners'**, tick the learners who will be sitting the exam on this date
8. click **'Submit'**

Once the exam has been scheduled via the AIM portal, download your log in sheet for the examination.

Editing and deleting schedules

Assessment schedules cannot be amended once they have been submitted. If you wish to cancel an exam schedule to reschedule for another date and time, please send a request to enquiries@aim-group.org.uk.

Printing schedule information

To download and print the attendance sheets and learner log in sheets, select the small printer symbol to the left-hand side of the schedule. Select which sheet you would like to download and print from the dropdown, then select print.

Results' screen

Once a test has been completed by a learner, you can check the result in the results screen. The results tab is located under **'Reports'** and then **'Results'**. You must be logged in as Exams Officer – Offline to access this tab.

The results screen lists every single result for every test you have set. A result only appears on this screen once a learner has submitted their exam. The default sort order for the screen is date/time submitted, with the latest results displaying first. The value in the date/time submitted field is the exact time when the exam was completed.

The list can be filtered, sorted, and exported to PDF/Excel.

Section 3 - The learner experience

Once a test has been scheduled and the allotted start date and time is reached, the test becomes active and available for all the learners who have been assigned to it.

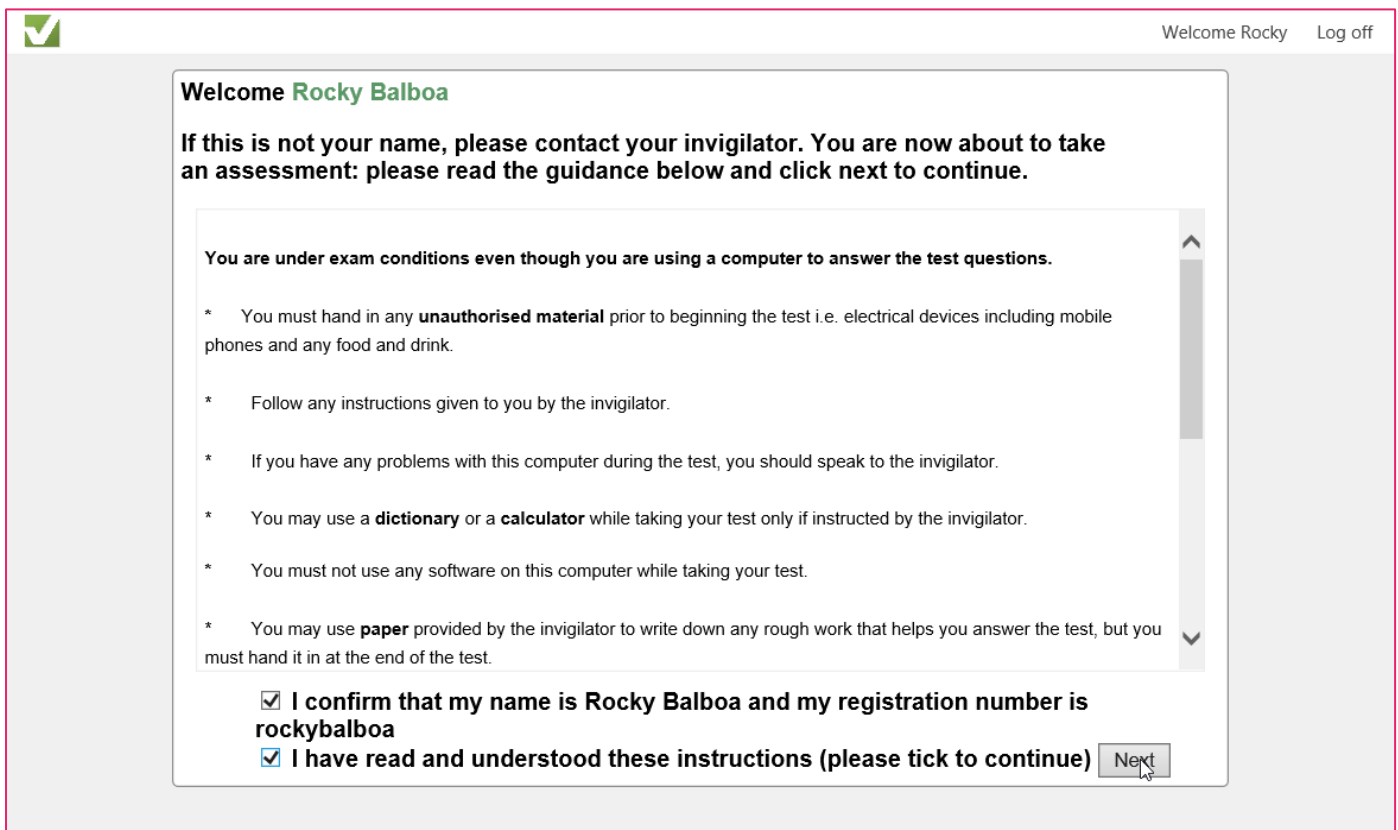
Tests can be scheduled to be taken online (using a browser), offline (no internet connection required), or on paper.

Taking a test online

Learners should go to aim.xams.co.uk and enter the User ID and Password provided on their Login Sheet, then click **'log In'**. They will then be taken to the learner home screen.

Learner home screen

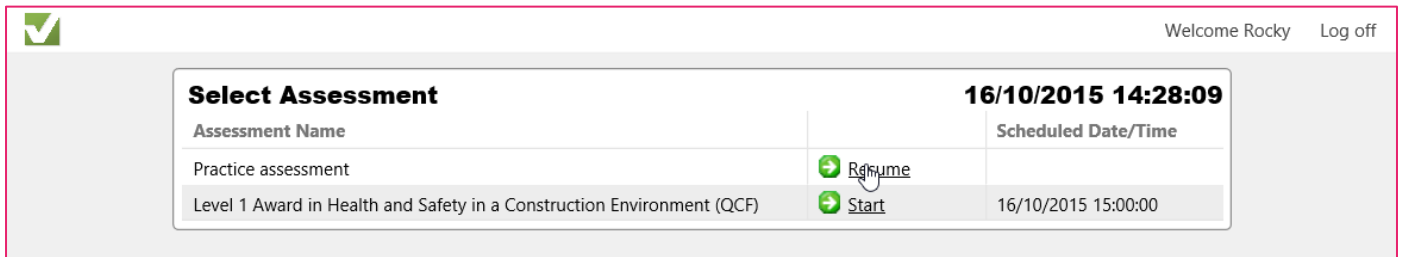
The learner home displays guidance and rules about the assessment. Learners must read the text and tick boxes to acknowledge they have read it and to confirm their identity, after which learners can click **'Next'** to move to the exam screen.





The screenshot shows a web interface for a learner named Rocky Balboa. At the top right, it says "Welcome Rocky" and "Log off". The main content area is titled "Welcome Rocky Balboa" and contains the following text: "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." Below this is a scrollable box with exam conditions: "You are under exam conditions even though you are using a computer to answer the test questions." followed by a list of instructions: "* 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." Below the scrollable box are two checkboxes: " I confirm that my name is Rocky Balboa and my registration number is rockybalboa" and " I have read and understood these instructions (please tick to continue)". To the right of the second checkbox is a "Next" button with a mouse cursor over it.

Exam screen

The exam screen will show the exam(s) that have been scheduled for the learner. In addition to those, there will also be a practice exam that the learner can take as many times as they like.

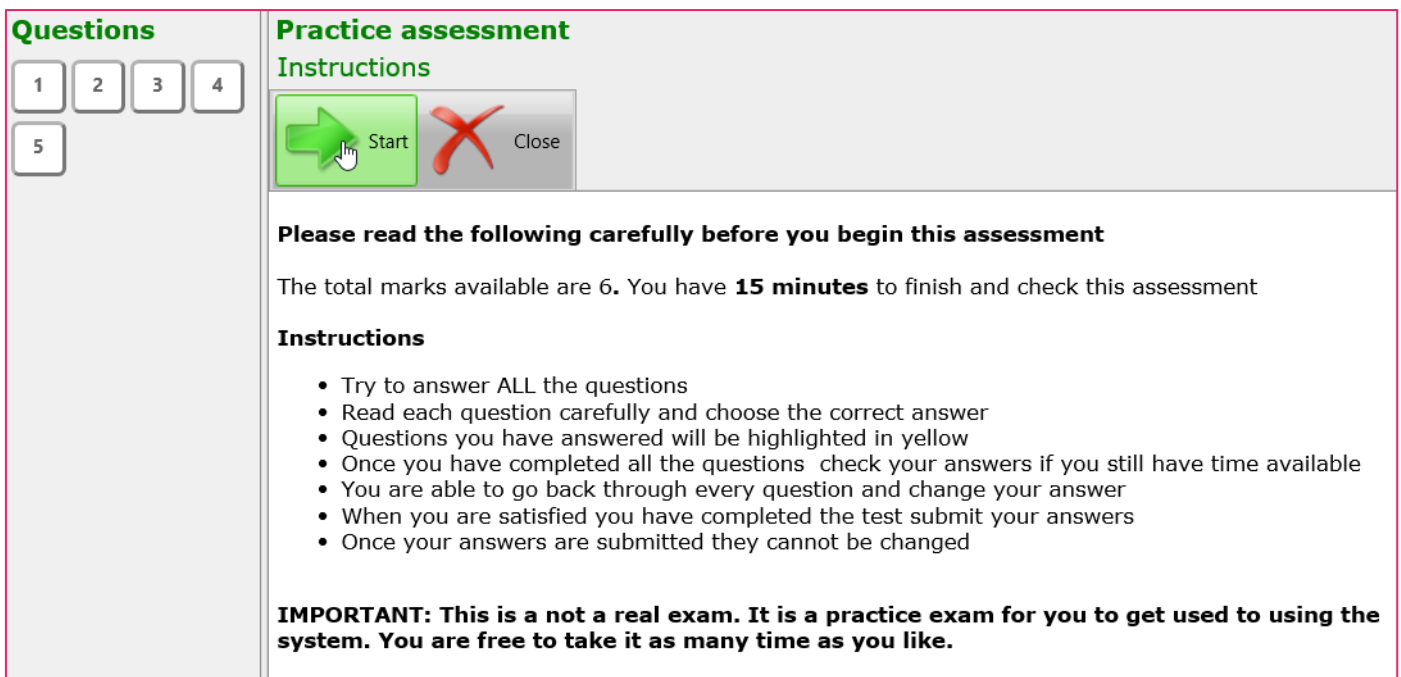


Assessment Name		Scheduled Date/Time
Practice assessment		
Level 1 Award in Health and Safety in a Construction Environment (QCF)		16/10/2015 15:00:00

To take an exam, the learner simply clicks on the name in the list.

Beginning the exam

If it is a real test, rather than the practice one, the learner will be asked to enter the schedule password before the test will begin, after which a screen similar to the one below will be shown.


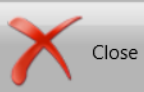


Questions

1 2 3 4
5

Practice assessment

Instructions

 Start  Close

Please read the following carefully before you begin this assessment

The total marks available are 6. You have **15 minutes** to finish and check this assessment

Instructions

- Try to answer ALL the questions
- Read each question carefully and choose the correct answer
- Questions you have answered will be highlighted in yellow
- Once you have completed all the questions check your answers if you still have time available
- You are able to go back through every question and change your answer
- When you are satisfied you have completed the test submit your answers
- Once your answers are submitted they cannot be changed

IMPORTANT: This is a not a real exam. It is a practice exam for you to get used to using the system. You are free to take it as many time as you like.

The learner should read the instructions on the start screen before clicking 'start' to begin answering questions.

Answering the questions

Questions

1

2

3

4

5

Practice assessment

Question 2 of 5

← Back

→ Next

Show Resources

Calculator

Finish

Time left: **00:14:26**

In which country would you find this famous statue?

Canada

USA

Mexico

Brazil

All the questions are in a numbered list. To move between questions, click on a button or use the Back and Next buttons.

Questions you have answered are highlighted in yellow, while the current question number is underlined.

When you have finished the test, click the Finished button, at which point you will be asked to confirm that you really do want to finish.

Once you have confirmed that you do, you will not be able to resume the test or answer any more questions.

The questions will be at the top of the screen with the possible answers immediate below.

To answer a question, click on the circle to the left of the option you think is correct.

The time left to complete the test is shown here.

As the end of the time allowed approaches, the display will turn orange to warn you.

Note: The *'show resources'* and *'calculator'* buttons are only relevant where a test involves additional reading materials or calculations.

Time

The time left to complete the assessment is shown in green in the top right-hand corner of the screen. As the learner enters the last 10 minutes of the assessment, the timer will turn orange.

Finishing the assessment

When the learner has finished the assessment, they should click the *'finished'* button, at which point they will be asked to confirm that they really do want to finish. Once confirmed, they will not be able to resume the test or answer any more questions.

Section 4 - Administering speaking, listening and communication (SLC)

Creating a schedule

Create a new schedule as per the guidance in [section 2](#). The password and type fields are not applicable for speaking, listening and communication schedules.

SLC results' entry

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

Selecting the appropriate assessment

Using the calendar pickers, select the period for the schedules you wish to see. Then, select the relevant schedule from the schedule dropdown. The learner details for the selected schedule will be displayed below.

Completing the schedule task details

Enter the cohort assessment details for the given cohort using the form provided. When all sections have been completed and you are happy with the details, click '**submit cohort details**' at the bottom of the form.

Entering the results' data

This information must be entered on a learner-by-learner basis. Select the relevant learner from the list on the left of the screen. For each learner, select whether they have '**met**' or '**not met**' each of the required criteria using the radio buttons.

Once completed, click '**Submit Learner Details**' at the bottom of the form. When results have been submitted for a given learner, the date of the submission is shown at the top of the learner's feedback sheet.

Results

Once an assessment has been completed by a learner, it will be marked by the 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.

Results' screen

To access the results screen, click **'reports'** on the menu at the top of the screen then select **'results'** from the dropdown menu.

Here you can 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.

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 Results, one page per learner. You can save or print this document.

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 can sort or filter by each of the column headers.

To view results for all learners, click **'all results'**. This will generate a report in PDF.

Resits

Learners can re-sit an external assessment, where they are not successful. However they must wait at least two weeks before re-attempting an external assessment. You should schedule a learner for a resit in the same way as you would for a first attempt ([please refer to guidance in section 2](#)).