**XAMS CENTRE USER REQUEST FORM**

**XAMS is the online platform to be used by centres for the Reformed Functional Skills English and Maths Level 1 and 2 exams.**

Please use this form to request which centre staff require access to the XAMS system and what level of access they require (see legend). Please complete and submit this form to linx2help@vtct.org.uk and individual users will be emailed with their usernames and passwords.

The legend below shows the **two** centre roles and what level of access they are granted for XAMS.

Please note, all Functional Skills awarding organisations have agreed to adopt a joint rule for the administration and invigilation of Functional Skills paper-based and on-screen exams, effective from 1st September 2019. It is therefore important centre staff are assigned the correct role, ensuring the administration and invigilation rules are managed effectively and in line with Skillsfirst requirements (see Appendix 1).

**Centre staff can ONLY be assigned one of the following roles.**

|  |  |  |
| --- | --- | --- |
| **Access** | **Exams Officer** | **Invigilator** |
| View learners  | ✓ | NO |
| View current exam schedules and print invigilation records | ✓ | ✓ |
| Schedule exams | ✓ | NO |
| View learners log in details (including passwords) for exams | ✓ | ✓ |
| Print learner exam reports (feedback after exam) | ✓ | NO |
| Export centre reports (results) | ✓ | NO |
| View results  | ✓ | NO |
| View all users at the centre | ✓ | NO |

A centre must have systems in place to ensure that an exam is not invigilated by anyone who has a personal interest in the result of the assessment. Therefore, the above roles have been created to ensure centre staff are assigned the appropriate access to XAMS as a means of managing the rules outlined.

**No person who teaches, or has any role in the delivery of a level 1 or 2 Functional Skills qualification can be responsible for the invigilation of paper-based or on-screen assessments for that subject (regardless of the level they teach), even if they have not taught that cohort.**

**XAMS CENTRE USER REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre name:** |  | **Centre number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email address** | **Role (please refer to the legend to confirm what level of XAMS access is granted for the role)** | **If user will be teaching (tutor/assessor) Functional Skills, confirm which subject here** |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
|  |  | Exams Officer ☐ | \*Invigilator ☐ | English ☐ | Maths ☐ | N/A ☐ |
| **Signed:**  |  | **Date:** |  |

*You must complete all sections of this form, failure to do so may incur a delay in processing your request and it may be necessary for VTCT to request additional information.*

**\*Invigilator role - No person who teaches, or has any role in the delivery of a level 1 or 2 Functional Skills qualification can be responsible for the invigilation of that subject (regardless of the level they teach), even if they have not taught that cohort.**

 **By submitting this form, you are confirming that you understand the rules set out and are compliant with the requirements.**

**Appendix 1**

**Administration and Invigilation of Functional Skills exams (on-paper and on- screen)**

*The head of centre must ensure that:*

***Administration of exams***

*(‘Administration’ includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to the awarding organisation after scheduled exams are completed)*

1. *No tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach.*

***Invigilation of exams***

1. *A Functional Skills subject tutor* ***must not*** *be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a* *Functional Skills English tutor* ***must not*** *invigilate any Functional Skills English exam and a Functional Skills Maths tutor* ***must not*** *invigilate any Functional Skills Maths exam, regardless of the level they teach).*